



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All Arizona Counties
County Attorney**

**Schedule Number:
GS-1056**

- Authority:** Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS 39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS 41-151.09).
- Disposition:** This schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Certificate of Records Destruction when they are disposed.
- Supersedence:** **This schedule supersedes schedule dated November 5, 2001.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20276	Criminal cases: Class 1 felonies- homicides Retention based on time limits pursuant to ARS 13-107. 25 After case closed misuse of public funds; falsification of public records including dismissals without prejudice.	25 Years	After case closed		11/5/2001
20277	Criminal cases: All other homicides including dismissals with or without prejudice Retention based on time limits pursuant to ARS 13-107.	10 Years	After case closed (Retain minimum of 1 year beyond sentence imposed.)		11/5/2001
20278	Criminal cases: Class 2 through 6 felonies, other than homicides Retention based on time limits pursuant to ARS 13-107.	2 Years	After expiration of sentence/probation imposed.		11/5/2001
20279	Criminal cases: Sex crimes including dismissals without prejudice Retention based on time limits pursuant to ARS 13-107.		After defendant dies or sentenced to a prison term which exceeds his/her probable life expectancy		11/5/2001
20280	Criminal cases: Misdemeanors Retention based on time limits pursuant to ARS 13-107.	1 Year	After case closed		11/5/2001
20281	Criminal cases: Fugitives Retention based on time limits pursuant to ARS 13-107.		After date or order/mandate of extradition		11/5/2001
20282	Criminal cases: Dismissals without prejudice and no plea agreement, class 2 & 3 felonies Retention based on time limits pursuant to ARS 13-107.	7 Years	After case closed		11/5/2001

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20283	Criminal cases: Dismissals without prejudice and no plea agreement, Superior court pre-arraignment Retention based on time limits pursuant to ARS 13-107.	1 Year	After case closed		11/5/2001
20284	Criminal cases: Dismissals without prejudice and no plea agreement, Justice court cases Retention based on time limits pursuant to ARS 13-107.	1 Year	After case closed		11/5/2001
20285	Criminal cases: Dismissals without prejudice and no plea agreement, all others Retention based on time limits pursuant to ARS 13-107.	2 Years	After case closed		11/5/2001
20286	Criminal cases: Dismissals without prejudice and with plea agreement Retention based on time limits pursuant to ARS 13-107.	2 Years	After expiration of sentence/probation imposed in plea agreement		11/5/2001
20287	Criminal cases: Dismissals for mental incompetency, class 1 felonies Retention based on time limits pursuant to ARS 13-107.	25 Years	After date of order/mandate		11/5/2001
20288	Criminal cases: Dismissal for mental incompetency, other than class 1 felonies Retention based on time limits pursuant to ARS 13-107.	7 Years	After case closed		11/5/2001
20289	Criminal cases: Dismissals with prejudice, not guilty verdicts other than homicides Retention based on time limits pursuant to ARS 13-107.	2 Years	After case closed		11/5/2001
20290	Criminal cases: Lower court appeals Retention based on time limits pursuant to ARS 13-107.	1 Year	After case closed		11/5/2001

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20291	Criminal cases: Asset forfeitures Retention based on time limits pursuant to ARS 13-107.	5 Years	After case closed		11/5/2001
20292	Investigation Files	5 Years	After case closed		11/5/2001
20293	Civil cases: AHCCCS eligibility	10 Years	After date filed; or may be destroyed upon receipt of a court order, dismissal, court closing or settlement		11/5/2001
20294	Civil cases: Bankruptcy	4 Years	After case closed		11/5/2001
20295	Civil cases: Bond forfeitures	2 Years	After case closed		11/5/2001
20296	Civil cases: Condemnations	10 Years	After case closed		11/5/2001

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20297	Civil cases: General litigation	6 Years	After case closed		11/5/2001
20298	Civil cases: Public fiduciary Legal review of select cases.	2 Years	After case closed		11/5/2001
20299	Civil cases: Revenue and collections	5 Years	After case closed		11/5/2001
20300	Civil cases: Risk management	6 Years	After case closed		11/5/2001
20301	Civil cases: Tax appeals	6 Years	After case closed		11/5/2001
20302	Civil cases: Tax condemnations	4 Years	After case closed		11/5/2001
20303	County attorney opinions	10 Years	After effective date		11/5/2001

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20304	School district boundary changes	10 Years	After effective date		11/5/2001
20305	Voting rights submissions to U.S. Dept. of Justice Redrawing boundaries of voting districts, precincts, etc.	13 Years	After fiscal year prepared		11/5/2001
20306	Juvenile cases: Traffic work files		Retain until juvenile reaches age 19		11/5/2001
20307	Juvenile cases: Juvenile delinquency work files including petition/disposition for prosecuted cases		Retain until juvenile reaches age 23 (ARS 8-247)	ARS 8-247	11/5/2001
20308	Juvenile cases: Adoption work files Un-contested.	99 Years	After date case is closed (ARS 8-120)	ARS 8-120	11/5/2001
20309	Victim witness client information files, All excluding first degree homicides	5 Years	After date case is closed		11/5/2001
20310	Victim witness client information files, First degree homicides	15 Years	After date case is closed		11/5/2001

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20311	Bad check cases: Criminal complaints Work copies.	1 Year	After adjudicated (original with prosecutor)		11/5/2001
20312	Bad check cases: Cases without complaints	1 Year	After closed		11/5/2001
20313	Cancelled restitution Checks	3 Years	After fiscal year paid		11/5/2001
20314	Restitution accounting records and reports	3 Years	After fiscal year paid		11/5/2001
20315	Cash receipts	3 Years	After fiscal year paid		11/5/2001
20316	Accounting system computer backup		Backup daily; rotate taped		11/5/2001