



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



**General Records Retention Schedule Issued to:
All Arizona Counties
Environmental Quality / Health**

**Schedule Number:
GS-1060**

- 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
20378	Permitted establishment files Including inspection reports, permit applications, food borne illness reports, citizen complaints, embargo & destruction reports, incident reports, correspondence, etc.	5 Years	After date record is placed in file (When establishment closes, keep balance of the file for 5 years).		11/5/2001
20379	Permit Records Including revenue receipts, unpaid permits, and permit copies	3 Years	After permit expiration date.		11/5/2001
20380	Establishment plans, plan reviews and construction correspondence	5 Years	After establishment closes.		11/5/2001
20381	Legal Action Records Including cease and desist orders, stipulation orders, etc.	10 Years	After calendar prepared or received.		11/5/2001
20382	Citizen complaints other than for permitted establishments	3 Years	After calendar year received.		11/5/2001
20383	Food handlers training records	3 Years	After calendar year of training.		11/5/2001
20384	Water and sewer construction and improvement records: Federally funded projects expenditure records	3 Years	After final payment (Check record keeping requirements of funding agency).		11/5/2001

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20385	Water and sewer construction and improvement records: Locally funded projects expenditure records	3 Years	After project completed.		11/5/2001
20386	Water and sewer construction and improvement records: As-built plans		Retain until plant is abandoned or demolished.		11/5/2001
20387	Water and sewage treatment system maintenance records	10 Years	After calendar year maintenance performed.		11/5/2001
20388	Sewage treatment plant sludge incinerator records required pursuant to 40 CFR 153	2 Years	After calendar year created (40 CFR 153).	40 CFR 153	11/5/2001
20389	Sewage treatment Copy of semi-annual report to EPA.	10 Years	After period reported.		11/5/2001
20390	Sewage treatment plant monthly operational reports	5 Years	After calendar year created.		11/5/2001
20391	Sewage treatment plant discharge monitoring reports	10 Years	After calendar year of report.		11/5/2001
20392	Individual sewage disposal systems Including applications, permits, plot plans, engineering reports, etc.		Retain for the life of the facility.		11/5/2001

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20393	Sewer system plans (ACC certified companies) ACC= Arizona Corporation Commission.		Retain for the life of the system.		11/5/2001
20394	Water treatment plant (ACC certified companies) records Including permits, applications, plans, engineering reports, etc., ACC= Arizona Corporation Commission.		Retain for the life of the plant.		11/5/2001
20395	Water system plans (ACC certified companies) ACC= Arizona Corporation Commission.		Retain for life of facility.		11/5/2001
20396	Water system records of bacteriological analyses made pursuant to 40 CFR 141	5 Years	After calendar year of analysis (CFR 141.33).	40 CFR 141.33	11/5/2001
20397	Water system records of chemical analyses made pursuant to 40 CFR 141	10 Years	After calendar year of analysis.		11/5/2001
20398	Water treatment records of action taken to correct violations of Federal primary drinking water regulations	3 Years	After the plan action taken on a particular violation (40 CFR 141.33).	40 CFR 141.33	11/5/2001
20399	Water treatment reports, summaries and correspondence relating to sanitary surveys of the water system	10 Years	After completion of the sanitary survey (40 CFR 141.33).	40 CFR 141.33	11/5/2001

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20400	Water treatment records of any variance or exemption granted to the water system	5 Years	After expiration of variance or exemption (40 CFR 141.33).	40 CFR 141.33	11/5/2001
20401	Water treatment sampling data and analysis, reports, surveys, letters, evaluations, schedules, State determinations, etc. required pursuant to 40 CFR 141.81 through 141.88	12 Years	After calendar year of creation or receipt (40 CFR 141.91).	40 CFR 141.91	11/5/2001
20402	Water and sewer billing records	3 Years	After fiscal year prepared.		11/5/2001
20403	Subdivision and trailer park files: Preliminary plans, plats, inspection reports, correspondence, complaints, etc.	1 Year	After calendar year approved.		11/5/2001
20404	Subdivision and trailer park files: Final plats and certificates	30 Years	After calendar year of approval.		11/5/2001
20405	Subdivision and trailer park files: Reports of annual compliance inspections	3 Years	After calendar year prepared.		11/5/2001
20406	Public and semi-public swimming pool files Including plans, investigative reports, correspondence, applications, permits, etc.	5 Years			11/5/2001

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