



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



**General Records Retention Schedule Issued to:  
Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions  
Flood Control Records**

**Schedule Number:  
GS-1061**

- 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 General Schedule 000-12-45, dated June 11, 2012.**

|   |  |
|---|--|
| 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](mailto:records@azlibrary.gov)

**General Records Retention Schedule Issued to:****Schedule Number: GS-1061****Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions****Flood Control Records**

| <b>Record Series Number</b> | <b>Record Series Title</b>  | <b>Retention Period</b> | <b>Retention Remark</b>                  | <b>Legal Citation(s)</b> | <b>Approval Date</b> |
|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20583                       | <b>Aerial Photographs</b>   | Permanent               | Preserve pursuant to ARS 39-101.         | ARS 39-101               | 6/11/2012            |
| 20584                       | <b>Area Drainage Master Studies (ADMS)/ Area Drainage Master Plans (ADMP)</b>   | 20 Years                | After superseded or obsolete.            |                          | 6/11/2012            |
| 20585                       | <b>Blue Stake Requests/Responses</b>  | 3 Years                 | After calendar year created or received. |                          | 6/11/2012            |
| 20586                       | <b>Certifications of Land Rights Acquisitions to Federal Agencies</b>   | Permanent               | Preserve pursuant to ARS 39-101.         | ARS 39-101               | 6/11/2012            |
| 20587                       | <b>Condemnation Case Records, Final Order of Condemnations</b>  | Permanent               | Preserve pursuant to ARS 39-101.         | ARS 39-101               | 6/11/2012            |
| 20588                       | <b>Condemnation Case Records, All other records</b>   | 10 Years                | After case closed.                       |                          | 6/11/2012            |
| 20589                       | <b>Correspondence</b><br>To Federal Government, Cities, County Highway Department and others regarding parcels, easements, intergovernmental agreements, GLM grants, SLD leases and other acquisition records not filed with project records. | 3 Years                 | After created or received.               |                          | 6/11/2012            |
| 20590                       | <b>Development Review Records, Letter</b>   | Permanent               | Preserve pursuant to ARS 39-101          | ARS 39-101               | 6/11/2012            |

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|-----------------------------|---|-------------------------|---|--------------------------|----------------------|
| 20591                       | <b>Development Review Records, Backup material</b>  |                         |   |                          | 6/11/2012            |
| 20592                       | <b>Drainage Records</b>   | Permanent               | Preserve pursuant to ARS 39-101.            | ARS 39-101               | 6/11/2012            |
| 20593                       | <b>Elevation Certificates</b>   | Permanent               | Preserve pursuant to ARS 39-101.            | ARS 39-101               | 6/11/2012            |
| 20594                       | <b>Flood Damage Reports</b>   | Permanent               | Preserve pursuant to ARS 39-101.            | ARS 39-101               | 6/11/2012            |
| 20595                       | <b>Floodplain Determination Records</b><br>Citizen inquiries to see if property is in a floodplain.   |                         | After administrative value has been served. |                          | 6/11/2012            |
| 20596                       | <b>Floodplain Records</b><br>Including Floodplain delineation and studies (maps and computer printouts); Use permits (FA)(FC)(FCC); Violations (FI); Re-certification (annual) CRS; Flood insurance and floodway maps; Permits and registers; and Land use records. | Permanent               | Preserve pursuant to ARS 39-101.            | ARS 39-101               | 6/11/2012            |
| 20597                       | <b>Grandfathered Water Rights Certificates</b>  | Permanent               | Preserve pursuant to ARS 39-101.            | ARS 39-101               | 6/11/2012            |
| 20598                       | <b>Hydrologic Engineering Center (HEC) 1 Models</b>   | Permanent               | Preserve pursuant to ARS 39-101.            | ARS 39-101               | 6/11/2012            |

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| 20599                       | <b>Infrastructure Records</b><br>Including Federal, Local and Intergovernmental Agreement (IGA) of fixed assets.                         |                         | After structure sold, demolished, transferred or abandoned. |                          | 6/11/2012            |
| 20600                       | <b>Inspection Records on Structures, Dam safety</b>  | Permanent               | Preserve pursuant to ARS 39-101.                            | ARS 39-101               | 6/11/2012            |
| 20601                       | <b>Inspection Records on Structures, State and Federal agency inspections</b>  | Permanent               | Preserve pursuant to ARS 39-101.                            | ARS 39-101               | 6/11/2012            |
| 20602                       | <b>Inspection Records on Structures, Operations and maintenance (O&amp;M)</b>  | Permanent               | Preserve pursuant to ARS 39-101.                            | ARS 39-101               | 6/11/2012            |
| 20603                       | <b>Laboratory Water Quality Records from National Pollutant Discharge Elimination System (NPDES)</b>                                     | 3 Years                 | After sample taken (40 CFR 122.41(J)(2)).                   | 40 CFR 122.41(J)(2)      | 6/11/2012            |
| 20604                       | <b>Licenses and Temporary Use Permits Received/ Granted</b><br>Including rain gauges, Air Quality, Oversized Load and Water Use permits. | 3 Years                 | After expired, cancelled or revoked.                        |                          | 6/11/2012            |
| 20605                       | <b>Office Pest Commission Records</b>  | 7 Years                 | After date of treatment.                                    |                          | 6/11/2012            |

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|-----------------------------|---|-------------------------|--|--------------------------|----------------------|
| 20606                       | <b>Negotiator Records</b>   | 5 Years                 | After project completed.                                   |                          | 6/11/2012            |
| 20607                       | <b>Project Records, Red-lined plans and other working records</b><br>Including project design files; as-builts; correspondence; phase 1/11/environmental site assessments; hazardous cleanup disposals; asbestos inspections and supporting records; wildlife issues (endangered species act); environmental applications, clearances 401 j 404 project files; archeological inventories; vegetation surveys and supporting records; and maps relating to project). |                         |  |                          | 6/11/2012            |
| 20608                       | <b>Project Records, All other records</b><br>Including project design files; as-builts; correspondence; phase 1/11/environmental site assessments; hazardous cleanup disposals; asbestos inspections and supporting records; wildlife issues (endangered species act); environmental applications, clearances 401 j 404 project files; archeological inventories; vegetation surveys and supporting records; and maps relating to project).                         | 50 Years                | After property sold, transferred or abandoned.             |                          | 6/11/2012            |
| 20609                       | <b>Relocation records</b>   | 5 Years                 | After either project completed or Federal audit completed. |                          | 6/11/2012            |
| 20610                       | <b>Resolution Records</b>   | Permanent               | Preserve pursuant to ARS 39-101.                           | ARS 39-101               | 6/11/2012            |

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| 20611                       | <b>Right of Entry for Preliminary Investigation Records</b>  | 5 Years                 | After project completed or cancelled. |                          | 6/11/2012            |
| 20612                       | <b>Right of Way Permits</b>  |                         | After expired, cancelled or revoked.  |                          | 6/11/2012            |
| 20613                       | <b>Sales Records</b><br>Including buying and selling property.   | 7 Years                 | After close of Escrow.                |                          | 6/11/2012            |
| 20614                       | <b>State Land Department Lease Records</b>   | Permanent               | Preserve pursuant to ARS 39-101.      | ARS 39-101               | 6/11/2012            |
| 20615                       | <b>Storm Records, Regulation records</b>   |                         | After superseded or obsolete.         |                          | 6/11/2012            |
| 20616                       | <b>Storm Records, Storm event records</b><br>Including records about storms, rainfall data, damage and action taken. | Permanent               | Preserve pursuant to ARS 39-101.      | ARS 39-101               | 6/11/2012            |
| 20617                       | <b>Trespass Records</b>  | 3 Years                 | After resolution of case/ problem.    |                          | 6/11/2012            |

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| 20618                       | Warranty Deeds, Easements, Final Orders of Condemnation, Title Insurance Policies, Escrow Instructions and Deeds |                         | After expired, cancelled, or revoked or after property sold, transferred or abandoned; whichever comes first. |                          | 6/11/2012            |