



**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
Historic Preservation Records**

**Schedule Number:
GS-1062**

- 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 000-12-62, dated July 3, 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

General Records Retention Schedule Issued to:**Schedule Number: GS-1062****Counties, Municipalities, Special Districts, State Agencies, Boards and Commissions****Historic Preservation Records**

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20642	Archaeology Reports and Data Records Including maps of survey locations, reports, photographs, surveys, completed forms and other related records for use for certified archaeologists.	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	7/3/2012
20643	Certified Local Government Program Records Documentation regarding an agreement between the public body and state historic preservation office whereby the public body does historic preservation in exchange for grant funding. Includes correspondence, agreements, and annual surveys.	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	7/3/2012
20644	Historic Preservation Design Guideline Records Including design handbooks, historic design review standards and guidelines, and landmarks historic design review standards and guidelines.	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	7/3/2012
20645	Historic Properties Receiving Reduced Property Taxes from the State Records Including inspection reports, audits, work papers, and other related records.	5 Years	After annual audit/inspection of building condition completed.		7/3/2012
20646	Historic Register Records, Research, Surveys and Reports Records on property listed in Historic Register.	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	7/3/2012

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20647	Historic Register Records, Grant and Incentive Records for historic property owners	5 Years	After final expenditure report submitted or audit completed, or after funding agency requirements are met, whichever is longer.		7/3/2012
20648	Historic Register Records, Certificates of Appropriateness or Certificates of No Effect Issued by the Historic Preservation Commission (HPC) for alteration of an existing historic structure or landmark, new construction, or for demolition or relocation of historic landmarks. Ensures that general design and character of proposed changes are compatible with surrounding properties.	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	7/3/2012
20649	Historic Register Records, Conservation Easement Records		After easement no longer in use.		7/3/2012
20650	Historic Register Records, Historic Register Lists, Historic Context Reports, and Historic Significance and Integrity Assessment Reports	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	7/3/2012