



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



**General Records Retention Schedule Issued to:
All Arizona Counties
Recorder Records**

**Schedule Number:
GS-1070**

- 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 GS 000-09-94, dated May 6, 2010.**

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
21082	Blotters	Permanent	Created and preserved pursuant to ARS 11-472.	ARS 11-472	5/6/2010
21083	Fee Collection Records	3 Years	After fiscal year created.		5/6/2010
21084	Indices to Recorded Instruments, Maps and Plats	Permanent	Created and preserved pursuant to ARS 11-462 and 463).	ARS 11-462, ARS 11-463	5/6/2010
21085	Index Reports Printed out from index database	3 Years	After calendar year created.		5/6/2010
21086	Official Oaths, County Recorder's		After reference value served. Official copy with Clerk of the Board.		5/6/2010
21087	Official Oaths, Other Elective County and Elective Precinct Officers	5 Years	After term of office expires.		5/6/2010

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21088	Recorded Instruments, Original Instruments, Maps and Plats Including all recorded documents, maps and plats.		Returned to requestor or destroyed after recorded on permanent quality medium and all other provisions of ARS, 11-4 79 are met.	ARS 11-479	5/6/2010
21089	Recorded Instruments, Microfilm Including all recorded documents, maps and plats., original silver halide master.	Permanent	Retain and secure in separate location pursuant to ARS 11-479.	ARS 11-479	5/6/2010
21090	Recorded Instruments, Non-Silver Halide Microfilm Or Electronic Including all recorded documents, maps and plats.		After reference value served.		5/6/2010
21091	Recorded Instruments, Returned Mail Instruments Including all recorded documents, maps and plats.		After final attempt to mail is returned.		5/6/2010

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21092	Signature Rosters I Voter History, For Traditional Elections This is the actual signature roster and may include notation for voters that mail- in ballots.	Permanent	Preserve pursuant to ARS 39-101. When the public body no longer wishes to maintain the permanent records, they should be transferred to the State Archives	ARS 39-101	5/6/2010
21093	Signature Rosters / Voter History, For Elections That Are Fully Conducted Via Mail-In / On-Line This can be a roster/checklist of citizens that actually voted in the election.		Will be provided by the Arizona Secretary of State through the Voter Registration Records database.		5/6/2010
21094	Voter Notification Records Including returned mailed information.	1 Year	After mailed, but no less than 6 months after date of election.		5/6/2010
21095	Voter Registration Records Database, Output Records, Affidavits of Registration (Voter) Records		After reference value served.		5/6/2010
21096	Voter Registration Records Database, Output Records, Cancellation of Affidavits of Registration (Voter) Records				5/6/2010

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21097	Voter Registration Records Database, Output Records, Early / Absentee Voter Records				5/6/2010
21098	Voter Registration Records Database, Output Records, Audit Logs				5/6/2010
21099	Voter Registration Records Database, Output Records, General Register				5/6/2010
21100	Voter Registration Records Database, Database and Data Fields Last name, first name, middle name, suffix, date of birth, birthplace, name of parent, former name, driver license number, social security number, indian census number, party, occupation, poll worker status, mailing address, mailing city, mailing state, mailing zip, residence address, residence city, residence state, residence county, residence zip, telephone, precinct, county assigned Voter ID number, registration status, NVRA source, last modified date, restriction status, record status.		5 years after voter registration cancelled or after reference value served, whichever is later. (Official copy with Secretary of State's Office).		5/6/2010
21101	Voter Registration Records Database, Input Records, Voter Registration Affidavits		After scanned and verified and after reference value served.		5/6/2010
21102	Voter Registration Records Database, Input Records, Voter Registration Cancellations				5/6/2010

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21103	Voter Registration Records Database, Input Records, United States Citizenship and Immigration Services - Systematic Alien Verification For Entitlements (SAVE)				5/6/2010
21104	Voter Registration Records Database, Input Records, Juror Questionnaire-Related				5/6/2010
21105	Voter Registration Records Database, Input Records, Death Notifications				5/6/2010
21106	Voter Registration Records Database, Input Records, US Postal Service - Change Of Address Notifications				5/6/2010
21107	Voter Registration Records Database, Input Records, Confirmation Notices				5/6/2010
21108	Voter Registration Records Database, System Records Including configuration and setup, installation and implementation, design, program operation, software-related, site logs and statistical compilations, site maps, comprehensive list of urls referenced and related records.	1 Year	After superseded or obsolete or after reference value has been served, whichever is later.		5/6/2010