



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



**General Records Retention Schedule Issued to:
All Arizona Counties
School Superintendent Records**

**Schedule Number:
GS-1072**

- 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 000-11-25, dated June 21, 2011.**

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
21136	Accommodation School Records, Annual Financial Report	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	6/21/2011
21137	Accommodation School Records, Auditors' Reports	5 Years	After fiscal year created or received.		6/21/2011
21138	Certificates of Educational Convenience	2 Years	After fiscal year of last attendance.		6/21/2011
21139	Expense Warrant Registers	5 Years	After fiscal year created or received.		6/21/2011
21140	Federal Project Monitoring Records	1 Year	After fiscal year created or received.		6/21/2011
21141	Homeschooling Records Including affidavits of intent to homeschool.	1 Year	After fiscal year student withdraws from being homeschooled, reaches age 16 or moves outside the county.		6/21/2011
21142	Pesticide Application Notifications	1 Year	After fiscal year created or received.		6/21/2011

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21143	Private School Affidavit Records Including affidavits of intent to attend private school.	1 Year	After fiscal year student withdraws from private school, reaches age 16 or moves outside the county.		6/21/2011
21144	Records for School Districts NOT maintaining their own records		Follow retention periods listed in the retention schedules approved for School Districts and Charter Schools.		6/21/2011
21145	School District Advice of Encumbrance Records	1 Year	After fiscal year created or received.		6/21/2011
21146	School District Employee Reports	3 Years	After fiscal year created or received.		6/21/2011
21147	School District Financial Reports Including annual financial report, paid/ cancelled warrant reports, payroll reports, reconciliations, edits, and other related records.	1 Year	After fiscal year created or received.		6/21/2011
21148	School District Audit Reports	1 Year	After fiscal year created or received.		6/21/2011

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21149	School District Budget Expense Reports	3 Years	After fiscal year created or received.		6/21/2011
21150	School District Budget and Expense Journals Including entries summarized, monthly reports, vouchers and other related records.	2 Years	After fiscal year created or received.		6/21/2011
21151	School District Reports not listed elsewhere in this schedule Including employees lacking certification, incorrect certification, substitute time errors and other related records.	1 Year	After superseded or obsolete.		6/21/2011
21152	Teacher Certification Reports Including alpha lists and purge data from school districts.				6/21/2011