



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



**General Records Retention Schedule Issued to:
All Arizona Counties
Transportation / Highways**

**Schedule Number:
GS-1075**

- 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 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
21207	Highway / Road Project Construction Records: Project Construction Files	3 Years	After completion and final payment.		11/5/2001
21208	Highway / Road Project Construction Records: As-Built Plans		Retain until abandoned or transferred to other jurisdiction. Recommend microfilm for security.		11/5/2001
21209	Highway / Road Project Construction Records: Extra Copies of Construction Records Including field office copies and work-site copies.	1 Year	After completion of construction.		11/5/2001
21210	Highway / Road Maintenance Records, Routine Maintenance of Street and Roadside Areas	3 Years	After fiscal year maintenance performed.		11/5/2001
21211	Highway / Road Maintenance Records, Major Maintenance and Improvement Projects		Treat as construction project records (See item1).		11/5/2001
21212	Encroachment and Road Cut Permits	3 Years	After permit terminates or encroachment is abandoned.		11/5/2001

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
21213	Survey Notes and Records		Retain until surveyed area is abandoned or transferred to another Jurisdiction.		11/5/2001
21214	Maps Including aerials, mosaics, negatives, contour, etc.		Retain until mapped area is abandoned or transferred to another jurisdiction.		11/5/2001
21215	Contracts and Intergovernmental Agreements (LGAS), Official Copy		Transfer to Clerk of the Board.		11/5/2001
21216	Contracts and Intergovernmental Agreements (LGAS), Office (Extra Non-Record) Copies	1 Year	After expired, cancelled or revoked.		11/5/2001
21217	Right of Way Files		Retain until land is abandoned or transferred. Transfer official copy of deed and title insurance to the municipal clerk.		11/5/2001