



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



**Custom Records Retention Schedule Issued to:
Department of Education
All Divisions**

**Schedule Number:
CS-1137**

- 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 schedules: #5-08-95 dated 5/27/2008, #5-09-18 dated 3/12/2009, #5-10-10 dated 7/12/2010, #5-11-24 dated 6/21/2011, #5-11-45 dated 8/30/2011, #5-11-46 dated 8/30/2011, #A0F-ASD dated 7/8/2002, #A0F-BIL dated 5/31/1995, #A0F-CERT dated 2/3/2006, #A0F-CH1 dated 3/10/1997, #A0F-CH2 dated 5/31/1995, #A0F-CHP dated 6/14/1999, #A0F-CON dated 7/31/1996, #A0F-ECE dated 11/24/2003, #A0F-ED1 dated 5/31/1995, #A0F-ED4 dated 3/3/2003, #A0F-ED2 dated 10/20/1994, #A0F-EVAL dated 10/21/2005, #A0F-G01 dated 3/3/2003, #A0F-GO3 dated 10/7/2002, #A0F-GRT dated 7/8/2002, #A0F-IASA dated 11/15/2002, #A0F-IMPR dated 6/20/2007, #A0F-IND-dated 3/20/1996, #A0F-INTER dated 10/21/2005, #A0F-MGT dated 5/27/2005, #A0F-MIG dated 5/14/1998, #A0F-PAY dated 01/21/1999, #A0F-RTC dated 8/10/2004, #A0F-SAAD dated 08/26/2005, #A0F-V01 dated 6/17/2003, #A0F-VO2 dated 8/14/1995, #A0F-G03 dated 10/7/2002, #A0F-GOAL dated 11/15/2002, #A0F-PER dated 6/17/2003, CS-1024 dated 6/13/2016, Management Information Systems dated 7/8/2002, Financial Services dated 5/26/1992**

Records Analyst, Secretary of State: Elizabeth Adigwu	Arizona State Archivist: Dennis Preisler, PhD
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Deputy Arizona State Archivist: Laura Palma-Blandford	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records series approval on file</i>

RECORDS MANAGEMENT CENTER

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35288	Department of Education / Academic Achievement / Teacher Certification	Did Not Qualify (DNQ) Applicant Records: Electronic images	50 Years	After application denied		2/3/2006
35285	Department of Education / Academic Achievement / Teacher Certification	Did Not Qualify (DNQ) Applicant Records: Source documents	1 Year	After denied (Maintain paper copy in office 1 year per Attorney General requirements.) Then scan paper and destroy after quality of scanned images verified		2/3/2006
35286	Department of Education / Academic Achievement / Teacher Certification	Qualified Applicant Records: Electronic images Including applications and support materials such as transcripts, evaluations and correspondence	50 Years	After application submitted		2/3/2006
35287	Department of Education / Academic Achievement / Teacher Certification	Qualified Applicant Records: Microfilm Including applications and support materials such as transcripts, evaluations and correspondence.	50 Years	After application submitted		2/3/2006
35292	Department of Education / Academic Support Division / Chapter Two	Chapter 2 Projects	5 Years	After fiscal year prepared		5/31/1995
35293	Department of Education / Academic Support Division / Chapter Two	EESA Title II Projects & Grants	5 Years	After fiscal year prepared		5/31/1995

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35294	Department of Education / Academic Support Division / Chapter Two	ESEA Title IV-B/C Projects	5 Years	After annual expenditure report submitted.		5/31/1995
35299	Department of Education / Academic Support Division / GOAL	Completion Reports	5 Years	After calendar year prepared		11/15/2002
35298	Department of Education / Academic Support Division / GOAL	Demographic Reports	5 Years	After calendar year prepared		11/15/2002
35297	Department of Education / Academic Support Division / GOAL	General Administrative Files	3 Years	After fiscal year prepared		11/15/2002
35300	Department of Education / Academic Support Division / GOAL	LEA General Backup Files	5 Years 6 Months	After fiscal year prepared		11/15/2002
35296	Department of Education / Academic Support Division / GOAL	Office Annual Reports	3 Years	After fiscal year prepared		11/15/2002
35295	Department of Education / Academic Support Division / GOAL	Time Sheets and Summaries (agency copies)	1 Year	After fiscal year prepared		11/15/2002
35301	Department of Education / Academic Support Division / IASA	LEA** Audits & Reports	5 Years 6 Months	After fiscal year prepared		5/16/2006
35304	Department of Education / Academic Support Division / IASA	LEA** Files-Other	5 Years 6 Months	After fiscal year prepared		5/16/2006

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35302	Department of Education / Academic Support Division / IASA	LEA** Fiscal Records	5 Years 6 Months	After fiscal year prepared		5/16/2006
35303	Department of Education / Academic Support Division / IASA	LEA** Program Records	5 Years 6 Months	After fiscal year prepared		5/16/2006
35305	Department of Education / Academic Support Division / Indian Assistance	Indian Education Files Fiscal/ program records, project applications and related materials.	5 Years	After annual expenditure report submitted. Transfer to Archives		3/20/1996
35306	Department of Education / Academic Support Division / Migrant / Title 1C / Migrant Child Education	Migrant Project Files	5 Years	After federal fiscal year closed		5/14/1998
35307	Department of Education / Academic Support Division / Migrant / Title 1C / Migrant Child Education	Parent Need Assessment Forms	5 Years	After fiscal year completed		5/14/1998
35310	Department of Education / Academic Support Division / Migrant / Title 1C / Migrant Child Education	Pass-Course Verification Files	10 Years	After fiscal year completed		5/14/1998
35308	Department of Education / Academic Support Division / Migrant / Title 1C / Migrant Child Education	Terminal Records (migrant student info)	5 Years	After calendar year prepared.		5/14/1998

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35309	Department of Education / Academic Support Division / Migrant / Title 1C / Migrant Child Education	Updated Inventory Reports	5 Years	After program terminated. Transfer to Archives.		5/14/1998
35316	Department of Education / Accountability Division / Assessment Section	Administration of Test Records Includes actual tests and score sheets.	Permanent	Preserve pursuant to ARS 39-101		8/26/2005
35315	Department of Education / Accountability Division / Assessment Section	Answer Records (including code books)	Permanent	Preserve pursuant to ARS 39-101		8/26/2005
35311	Department of Education / Accountability Division / Assessment Section	Formative Assessment Records	3 Years	After superseded or obsolete		8/26/2005
35312	Department of Education / Accountability Division / Assessment Section	National Assessment of Educational Progress (NAEP) Records	6 Years	After report received		8/26/2005
35313	Department of Education / Accountability Division / Assessment Section	Test Administration Records Includes problems with test sites, fair testing committee files and test guidelines.	6 Years	After superseded or obsolete		8/26/2005
35314	Department of Education / Accountability Division / Assessment Section	Test Items Development Records	25 Years	After item last appears on a test		8/26/2005
35317	Department of Education / Accountability Division / Research and Evaluation	Appeals Records Including documentation from schools that have been identified as failing.	5 Years	After federal fiscal year of appeal		10/21/2005

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35318	Department of Education / Accountability Division / School Intervention Section	Failing School Case records Including consensus documents, progress reports, Intergovernmental Agreement (IGA), quarterly reports and other related records.	Permanent	After IGA cancelled expired or revoked. Transfer to State Archives.		10/21/2005
35319	Department of Education / Accountability Division / School Intervention Section	No child Left Behind (NCLB) Case Records Including restructuring plans, corrective action plans, reports, and other related records.	Permanent	After exiting corrective action (20 USC 1232(f)). Transfer to State Archives		10/21/2005
35320	Department of Education / Administrative Services / Contracts	Contracts (IGA's, ISA's & Contracts)	6 Years	After expired		7/31/1996
35321	Department of Education / Administrative Services / Contracts	Document File of Textbook Adoption	6 Years	After closed		7/31/1996
35322	Department of Education / Administrative Services / Contracts	Requests for Proposal (RFP's)	6 Years	After expired		7/31/1996
35323	Department of Education / Administrative Services / Contracts	State Board Abstracts	6 Years	After prepared		7/31/1996
35324	Department of Education / Administrative Services / Contracts	Text Book Adoption Contracts	6 Years	After expired		7/31/1996
35325	Department of Education / Audit Unit	Audit Correspondence	7 Years	After fiscal year created or received		5/27/2008

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35326	Department of Education / Audit Unit	CPA Audits, Single Audits, Financial Records and other related records	7 Years	After fiscal year created or received		5/27/2008
35328	Department of Education / Audit Unit	Single Audit Tracking System Records	7 Years	After fiscal year created or received		5/27/2008
35327	Department of Education / Audit Unit	Working Paper Records Including audit, cost study (1. special education, 2. limited English proficient) and other audit and project records	7 Years	After fiscal year created or received		5/27/2008
35230	Department of Education / Early Childhood Education	Early Childhood block Grant Program Files	5 Years	After calendar year prepared. 34 CFR 76.730		11/24/2003
35232	Department of Education / Early Childhood Education	Family Literacy/ Even Start: Program Files	5 Years	After fiscal year completed.		11/24/2003
35234	Department of Education / Early Childhood Education	Family Literacy/ Even Start: Project/ Grant/Contract Files	6 Years	After fiscal year completed or expired.		11/24/2003
35233	Department of Education / Early Childhood Education	Preschool Special Education: Contracts	6 Years	After fiscal year completed or expired.		11/24/2003
35231	Department of Education / Early Childhood Education	Preschool Special Education: Program Files	5 Years	After fiscal year prepared.		11/24/2003
35329	Department of Education / Education Services / Academic Support Division / Bilingual Education	Arizona Language Census & Program Reports (bubble sheets)	3 Years	After fiscal year expired		5/31/1995

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35330	Department of Education / Education Services / Academic Support Division / Bilingual Education	Bilingual Education Files	5 Years	After annual expenditure report submitted.		5/31/1995
35331	Department of Education / Education Services / Academic Support Division / Bilingual Education	Program Applications (Indochinese refugee assistance)	5 Years	After annual expenditure report submitted. Transfer to Archives.		5/31/1995
35332	Department of Education / Education Services / Academic Support Division / Career Education	Career Education Projects	5 Years	After fiscal year prepared.		5/31/1995
35342	Department of Education / Education Services / Special Education / Federal	Bureau of Education of Handicapped Information Files	5 Years	After fiscal year prepared.		3/3/2003
35337	Department of Education / Education Services / Special Education / Federal	Child Count Files	5 Years	After fiscal year prepared.		3/3/2003
35343	Department of Education / Education Services / Special Education / Federal	Child Find Records	5 Years	After fiscal year prepared.		3/3/2003
35341	Department of Education / Education Services / Special Education / Federal	Contracts	6 Years	After fiscal year prepared.		9/12/2019

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35340	Department of Education / Education Services / Special Education / Federal	District Plans	5 Years	After fiscal year prepared.		3/3/2003
35333	Department of Education / Education Services / Special Education / Federal	Federal Programs Files	5 Years	After fiscal year prepared.		3/3/2003
35339	Department of Education / Education Services / Special Education / Federal	Public Law 89-313 Applications	5 Years	After fiscal year prepared.		3/3/2003
35335	Department of Education / Education Services / Special Education / Federal	Title VI-B Entitlement Applications	5 Years	After fiscal year prepared.		3/3/2003
35334	Department of Education / Education Services / Special Education / Federal	Title VI-B Preschool Incentive Grants	5 Years	After fiscal year prepared.		3/3/2003
35338	Department of Education / Education Services / Special Education / Federal	Title VI-B Request for Proposal Applications	5 Years	After fiscal year prepared.		3/3/2003
35336	Department of Education / Education Services / Special Education / Federal	Title VI-B State Plan	5 Years	After fiscal year prepared.		3/3/2003
35344	Department of Education / Education Services / Special Education / Monitoring	Monitoring Reports Including VI-B Ent. CPA Reports, Follow-up reports.	5 Years	After fiscal year prepared.		3/3/2003

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35350	Department of Education / Education Services / Special Education / Special Education	Gifted Monitoring Reports	5 Years	After fiscal year prepared.		3/3/2003
35346	Department of Education / Education Services / Special Education / Special Education	Institutional Voucher Applications	5 Years	After fiscal year prepared.		3/3/2003
35348	Department of Education / Education Services / Special Education / Special Education	Permanent voucher Applications	5 Years	After fiscal year prepared.		3/3/2003
35347	Department of Education / Education Services / Special Education / Special Education	Private School Registers	5 Years	After fiscal year prepared.		3/3/2003
35345	Department of Education / Education Services / Special Education / Special Education	Psycho-Education Evaluations	5 Years	After fiscal year prepared.		3/3/2003
35351	Department of Education / Education Services / Special Education / Special Education	State Gifted Fiscal Files	5 Years	After fiscal year prepared.		3/3/2003

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35349	Department of Education / Education Services / Special Education / Special Education	State Level Due Process Hearings and Litigation	5 Years	After fiscal year prepared.		3/3/2003
35352	Department of Education / Education Services / Technical Assistance-Fine Arts	Fine Arts Correspondence (block grant "B")	5 Years	After fiscal year prepared or received.		5/31/1995
35353	Department of Education / Education Services / Technical Assistance-Fine Arts	Organizations of the Fine Arts (block grant "B")	5 Years	After fiscal year prepared.		5/31/1995
35355	Department of Education / Education Services Academic Support Division / Chapter One	Chapter 1 Files	5 Years	After funded activity completed.		3/10/1997
35356	Department of Education / Education Services Academic Support Division / Chapter One	LEA Files	5 Years	After fiscal year prepared.		3/10/1997
35357	Department of Education / Education Services Academic Support Division / Chapter One	Project Monitoring Reports & Audits	5 Years	After final expenditure report submitted.		3/10/1997

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35354	Department of Education / Education Services Academic Support Division / Chapter One	Scholarship Applications	2 Years	After received		3/10/1997
35359	Department of Education / Educational Services and Resources / Adult Education and GED Testing	GED Test Scores and Registration Cards	Permanent	Transfer to State Archives after testing site is no longer an active site		7/12/2010
35358	Department of Education / Educational Services and Resources / Adult Education and GED Testing	GED Testing Site Records Including contracts, inspection reports, monitoring records, approval records, surveillance logs and other related records.	8 Years	After site no longer an approved site		7/12/2010
35245	Department of Education / Financial Services	Capital Outlay records	15 Years	After fiscal year prepared.		5/26/1992
35241	Department of Education / Financial Services	Chargeback Worksheets (including backup)	5 Years	After fiscal year prepared.		5/26/1992
35246	Department of Education / Financial Services	Data Processing Reports		After month processed.		5/26/1992
35242	Department of Education / Financial Services	Expense Accounting Records - Federal	5 Years	After annual expenditure report submitted		5/26/1992

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35238	Department of Education / Financial Services	Expense Accounting Records - State	3 Years	After fiscal year prepared.		5/26/1992
35243	Department of Education / Financial Services	Financial Status Reports	5 Years	After month processed.		5/26/1992
35237	Department of Education / Financial Services	Food and Nutrition Reports	6 Months	After expenditure report submitted.		5/26/1992
35239	Department of Education / Financial Services	Food and Nutrition Summaries	3 Years	After expenditure report submitted.		5/26/1992
35240	Department of Education / Financial Services	Revolving Fund Records	3 Years	After fiscal year prepared.		5/26/1992
35244	Department of Education / Financial Services	Special Accounting Projects	5 Years	After month completed.		5/26/1992
35247	Department of Education / Grants Management	Grants Management Files Including completion reports and cash management reports.	5 Years	After fiscal year prepared.		7/8/2002
35360	Department of Education / Grants Management	Indirect Cost Plan Records	5 Years	After received.		7/8/2002
35250	Department of Education / Human Resources	Employee Deduction Registers	5 Years	After calendar year prepared.		6/17/2003

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35251	Department of Education / Human Resources	Employee Personnel Files Including accident reports, deduction authorizations, etc.	5 Years	After termination.		6/17/2003
35249	Department of Education / Human Resources	Grievance Files	3 Years	After filed.		6/17/2003
35248	Department of Education / Human Resources	Hiring, Interview and Selection Records	2 Years	After position filled.		6/17/2003
35253	Department of Education / Human Resources	Personnel Summary Cards (Ex-employee)	10 Years	After termination.		6/17/2003
35252	Department of Education / Human Resources	Position Descriptions	5 Years	After position abolished.		6/17/2003
35254	Department of Education / Management Information Systems	Student Accountability Information System Reference ARS 15-1041 thru 1043	3 Years	After fiscal year created. System backup tapes stored in the Student Services unit.		7/8/2002
35364	Department of Education / Management Services / Budget and Audit	Audit Correspondence	5 Years	After fiscal year received or prepared		5/27/2005
35362	Department of Education / Management Services / Budget and Audit	Budget Memorandums	5 Years	After fiscal year prepared		5/27/2005

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35361	Department of Education / Management Services / Budget and Audit	Budget Requests	5 Years	After fiscal year prepared		5/27/2005
35363	Department of Education / Management Services / Budget and Audit	Contracts	5 Years	After fiscal year prepared		5/27/2005
35365	Department of Education / Management Services / Budget and Audit	CPA Audits	5 Years	After fiscal year received		5/27/2005
35368	Department of Education / Management Services / Budget and Audit	Review Notes	5 Years	After fiscal year prepared		5/27/2005
35366	Department of Education / Management Services / Budget and Audit	Statements of Assurances	5 Years	After fiscal year prepared		5/27/2005
35367	Department of Education / Management Services / Budget and Audit	Working Paper Files Including audit, cost study - 1) special education - 2) limited English proficient, and special projects.	5 Years	After fiscal year prepared		5/27/2005
35255	Department of Education / Management Services / Payroll / Payroll	AFIS Reports Activity/organization, employee registers, ERE.	5 Years	After fiscal year prepared.		1/21/1999
35256	Department of Education / Management Services / Payroll / Payroll	Annual Reports	5 Years	After calendar year prepared.		1/21/1999

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35257	Department of Education / Management Services / Payroll / Payroll	DETA Reports (Data Employee Time Accountability)	5 Years	after fiscal year prepared		1/21/1999
35258	Department of Education / Management Services / Payroll / Payroll	Payroll Transfers	5 Years	After fiscal year prepared		1/21/1999
35259	Department of Education / Management Services / Payroll / Payroll	Pre-Payroll Claims	5 Years	After fiscal year prepared		1/21/1999
35261	Department of Education / Management Services / Payroll / Payroll	Time & Attendance Reports	5 Years	After fiscal year prepared		1/21/1999
35260	Department of Education / Management Services / Payroll / Payroll	Time Allocations	5 Years	After fiscal year prepared		1/21/1999
35369	Department of Education / Program Services Division / Testing & Evaluation / Achievement Testing	ASAP Response Books	1 Year	After received.		3/3/2003
35370	Department of Education / Program Services Division / Testing & Evaluation / Achievement Testing	Pupil Achievement Test Results	5 Years	After received.		3/3/2003

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35371	Department of Education / Program Services Division / Testing & Evaluation / Achievement Testing	Pupil Achievement Test Tapes	5 Years	After updated.		3/3/2003
35373	Department of Education / School Effectiveness / Educational Technology	Enhancing Education through Technology Discretionary Grant Files : General	3 Years	After fiscal year of final expenditure report (34CFR80.42)		9/12/2019
35374	Department of Education / School Effectiveness / Educational Technology	Enhancing Education through Technology Discretionary Grant Files : Real Property and Equipment	3 Years	After disposition transfer or replacement of property or equipment (34CFR80.42)		9/12/2019
35372	Department of Education / School Effectiveness / Educational Technology	Regional Training center (RTC) Files	3 Years	After fiscal of final expenditure report. (34CFR80.42)		8/10/2004
35375	Department of Education / School Effectiveness / Educational Technology	Technology Plans	3 Years	After plan expires. (School submitting plan retains copy in their office.)		8/10/2004
35262	Department of Education / School Effectiveness / K-12 Literacy	Denied Grant Records	3 Years	After grant denied		8/30/2011

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35377	Department of Education / School Effectiveness / K-12 Literacy	Reading First Grant Records Including monthly reports from State Reading Specialist, Site Progress Monitoring Reports, and Implementation Checklist.	6 Years	After final expenditure report submitted or after funding agency requirements are met whichever is later		8/30/2011
35378	Department of Education / School Effectiveness / School Improvement	Arizona School Improvement Plans (ASIP)(including annual updates)	6 Years	After calendar year submitted		6/20/2007
35380	Department of Education / School Effectiveness / School Improvement	Solution Team Records (Statement of Findings)	Permanent	Preserve pursuant to ARS 39-101		6/20/2007
35379	Department of Education / School Effectiveness / School Improvement	Solutions Records Including documentation of underperforming schools.	8 Years	After calendar year of visit		6/20/2007
35264	Department of Education \ School Effectiveness \ Standards Based Best Practices	Arizona Academic K-12 Standards Trainings, Workshops, conferences and Academies Records	3 Years	After event completed		8/30/2011
35266	Department of Education \ School Effectiveness \ Standards Based Best Practices	Declarations of Curricular and Instructional Alignment to the Arizona Standards	10 Years	After signed		8/30/2011

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35265	Department of Education \ School Effectiveness \ Standards Based Best Practices	Math and Science Partnership (MSP) Grant Records	3 Years	After fiscal year of final expenditure reports submitted or after funding agency requirements are met whichever is longer.		8/30/2011
35267	Department of Education \ School Effectiveness \ Standards Based Best Practices	Public Forum Records	Permanent	Preserve pursuant to ARS 39-101. Send to State Archives after standards adopted.		8/30/2011
35263	Department of Education \ School Effectiveness \ Standards Based Best Practices	Published Standards	2 Years	After superseded or obsolete. Send 6 copies to Arizona State Library State Documents section.		8/30/2011
35382	Department of Education \ Special Projects and Constituent Services	Constituent Inquiries, Complaint Letters and related emails/records	2 Years	After action taken		3/12/2009
35381	Department of Education \ Special Projects and Constituent Services	Scholarship / Grant Non- Recipient Records	2 Years	After calendar year received		3/12/2009

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35383	Department of Education \ Special Projects and Constituent Services	Scholarship / Grant Recipient Records	3 Years	After fiscal year quarterly annual or final expenditure report submitted and approved or after funding agency requirements are met whichever is longer		3/12/2009
35268	Department of Education \ Strategic Planning \ Legislative Guidelines / International Education	Strategic Plans	10 Years	After calendar year created or received		6/21/2011
35389	Department of Education \ Student Services \ Comprehensive Health Programs	Safe Schools Grant Applications	7 Years	After fiscal year received		6/14/1999
35388	Department of Education \ Student Services \ Comprehensive Health Programs	Title IV- State Chemical & Tobacco Grant Applications	5 Years	After received. 34 CFR 75.733		6/14/1999
35390	Department of Education \ Student Services \ Early Childhood Programs	Early Childhood Block Grant Program Files	5 Years	After calendar year prepared. 34, CFR 76.730		7/8/2002

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35392	Department of Education \ Support Services \ School Finance	Absence Approvals	5 Years	After fiscal year submitted.		10/20/1994
35391	Department of Education \ Support Services \ School Finance	Affidavits of Published Budgets/Annual Reports	3 Years	After fiscal year published.		10/20/1994
35393	Department of Education \ Support Services \ School Finance	Apportionment System Reports (revenue control)	5 Years	After fiscal year received.		10/20/1994
35394	Department of Education \ Support Services \ School Finance	Average Daily Membership Reports "ADM" (microfiche)	5 Years	After fiscal year prepared.		10/20/1994
35395	Department of Education \ Support Services \ School Finance	Budget Master Files (microfiche)	5 Years	After fiscal year prepared.		10/20/1994
35396	Department of Education \ Support Services \ School Finance	Bus Inventory Reports	5 Years	After fiscal year prepared.		10/20/1994
35397	Department of Education \ Support Services \ School Finance	Certificates of Educational Convenience	5 Years	After fiscal year prepared.		10/20/1994
35398	Department of Education \ Support Services \ School Finance	Common Core Data Final Reports	5 Years	After fiscal year prepared.		10/20/1994
35399	Department of Education \ Support Services \ School Finance	Comparative Mileage Reports	5 Years	After fiscal year prepared.		10/20/1994

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35400	Department of Education \ Support Services \ School Finance	Equal Employment Opportunity Commission Final Reports (EEO-5)	5 Years	After fiscal year prepared.		10/20/1994
35401	Department of Education \ Support Services \ School Finance	Federal Impact Aid Files (PL 81-874)	5 Years	After fiscal year prepared.		10/20/1994
35402	Department of Education \ Support Services \ School Finance	Federal Impact Construction Aid Files (PL 81-815)	5 Years	After fiscal year prepared.		10/20/1994
35403	Department of Education \ Support Services \ School Finance	Graduation Surveys	5 Years	After fiscal year prepared.		10/20/1994
35404	Department of Education \ Support Services \ School Finance	Intergovernmental Agreements (non-record copies)	5 Years	After expired.		10/20/1994
35405	Department of Education \ Support Services \ School Finance	Limited English Proficiency Reports	5 Years	After fiscal year prepared.		10/20/1994
35409	Department of Education \ Support Services \ School Finance	October 1st Enrollment Reports	5 Years	After fiscal year prepared.		10/20/1994
35407	Department of Education \ Support Services \ School Finance	Permanent Education Voucher Files	5 Years	After fiscal year prepared.		10/20/1994
35406	Department of Education \ Support Services \ School Finance	Permanent Special Education Institutional Voucher Files	5 Years	After fiscal year prepared.		10/20/1994

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35408	Department of Education \ Support Services \ School Finance	Private & Parochial Survey Summaries	5 Years	After fiscal year prepared.		10/20/1994
35410	Department of Education \ Support Services \ School Finance	Route Reports	5 Years	After fiscal year prepared.		10/20/1994
35417	Department of Education \ Support Services \ School Finance	School District Bidding Procedures		After revised.		10/20/1994
35412	Department of Education \ Support Services \ School Finance	School District Employee Reports ("Seder" - MICROFICHE)	5 Years	After fiscal year prepared.		10/20/1994
35411	Department of Education \ Support Services \ School Finance	School District Employees Final Reports	5 Years	After fiscal year prepared.		10/20/1994
35413	Department of Education \ Support Services \ School Finance	Special Education Census Final Reports	5 Years	After fiscal year prepared.		10/20/1994
35414	Department of Education \ Support Services \ School Finance	Special Education Census Forms (fiche)	5 Years	After fiscal year prepared.		10/20/1994
35415	Department of Education \ Support Services \ School Finance	Teacher Experience Index	5 Years	After fiscal year prepared.		10/20/1994
35416	Department of Education \ Support Services \ School Finance	Year End Enrollment Reports (microfiche)	5 Years	After fiscal year prepared.		10/20/1994

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35270	Department of Education \ Support Services Division \ Child Nutrition	Administration: Claims (CCFP, NSLP, SFSP)	5 Years	After fiscal year received.		10/7/2002
35269	Department of Education \ Support Services Division \ Child Nutrition	Administration: Commodity Advisory Council Files	3 Years	A federal fiscal year prepared.		10/7/2002
35276	Department of Education \ Support Services Division \ Child Nutrition	Administration: Fingerprints	6 Years	After federal fiscal year received.		10/7/2002
35274	Department of Education \ Support Services Division \ Child Nutrition	Administration: Nutrition Education Training Contracts	6 Years	After contract expires.		10/7/2002
35277	Department of Education \ Support Services Division \ Child Nutrition	Administration: Personal Services Contracts	6 Years	After contract expires.		10/7/2002
35275	Department of Education \ Support Services Division \ Child Nutrition	Administration: Workshop/Conference Contracts	6 Years	After contract expires.		10/7/2002
35271	Department of Education \ Support Services Division \ Child Nutrition	Commodity Distribution Program: Ordering, Receiving, Allocation, and Distribution Files	5 Years	After fiscal year prepared or received.		10/7/2002
35273	Department of Education \ Support Services Division \ Child Nutrition	Commodity Distribution Program: State Co-op Purchasing Program Files	5 Years	After fiscal year prepared or received.		10/7/2002
35272	Department of Education \ Support Services Division \ Child Nutrition	Commodity Distribution Program: Warehousing Files	5 Years	After fiscal year prepared or received.		10/7/2002

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35279	Department of Education \ Support Services Division \ Child Nutrition	Commodity Processing: Master Agreements	6 Years	After contract expires		10/7/2002
35281	Department of Education \ Support Services Division \ Child Nutrition	Commodity Processing: Master Supplier Files	6 Years	After contract expires		10/7/2002
35280	Department of Education \ Support Services Division \ Child Nutrition	Commodity Processing: National Commodity Processing Files	6 Years	After contract expires		10/7/2002
35278	Department of Education \ Support Services Division \ Child Nutrition	Commodity Processing: State Contracts Including AZ pre-order processing program.	6 Years	After contract expires		10/7/2002
35430	Department of Education \ Vocational Education	MIS Administrative Expenditure Files	3 Years	After fiscal year prepared.		6/17/2003
35436	Department of Education \ Vocational Education	MIS_VSO Financial Records	5 Years	After fiscal year prepared.		6/17/2003
35431	Department of Education \ Vocational Education	MIS-CTE Enrollment Reports	3 Years	After fiscal year received.		6/17/2003
35429	Department of Education \ Vocational Education	MIS-CTE Grant Projects Files	3 Years	After fiscal year prepared.		6/17/2003
35441	Department of Education \ Vocational Education	PIT Program Improvement	5 Years	After fiscal year completed.		6/17/2003

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35440	Department of Education \ Vocational Education	PIT Accountability Files	5 Years	After federal fiscal year completed.		6/17/2003
35438	Department of Education \ Vocational Education	PIT AZ Career Resource Network	5 Years	After fiscal year completed.		6/17/2003
35437	Department of Education \ Vocational Education	PIT Career Guidance Files	5 Years	After fiscal year completed.		6/17/2003
35432	Department of Education \ Vocational Education	PIT Curriculum	3 Years	After federal fiscal year completed.		6/17/2003
35439	Department of Education \ Vocational Education	PIT Professional Development Files	5 Years	After fiscal year completed.		6/17/2003
35442	Department of Education \ Vocational Education	State Board of Directors for Community Colleges (SBOCC) Federal Fiscal Vocational Records (closed 6/30/03)	5 Years	After files closed (5/31/03)		6/17/2003
35443	Department of Education \ Vocational Education	WDU Individual Referral Student/ Student Files	5 Years	After fiscal year project completed.		6/17/2003
35444	Department of Education \ Vocational Education	WDU requests for Proposals (RFP Files)	5 Years	After fiscal year completed.		6/17/2003
35433	Department of Education \ Vocational Education	WDU-JTPA Contract/ Project Files	3 Years	After fiscal year completed.		6/17/2003

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35434	Department of Education \ Vocational Education	WDU-TAA Contract/ Contractor files	3 Years	After fiscal year completed.		6/17/2003
35445	Department of Education \ Vocational Education	WDU-WIA Displaced Homemakers/Contractors Files	5 Years	After fiscal year completed.		6/17/2003
35435	Department of Education \ Vocational Education	WDU-WIA Workforce Development Act Files	3 Years	After fiscal year completed.		6/17/2003
35420	Department of Education \ Vocational Education \ Comprehensive Training Unit	At Risk four Year Demo Site Project Files (Including RS Codes: 157625, 167625 and 177625)	5 Years	After project completed. Destruction date for all project records is 6-30-97.		8/14/1995
35421	Department of Education \ Vocational Education \ Comprehensive Training Unit	Dropout Prevention Project files (Inch RS Codes: 740321 and 740322)	5 Years	After project completed. Destruction date for all project records is 6-30-95.		8/14/1995
35422	Department of Education \ Vocational Education \ Comprehensive Training Unit	Education Grant Files, Tobacco, Alcohol and Other Drugs (TAOD): Qualified Applications	5 Years	After received. 34 CFR 75.733		8/14/1995
35418	Department of Education \ Vocational Education \ Comprehensive Training Unit	Education Grant Files, Tobacco, Alcohol and Other Drugs (TAOD): Rejected Applications	3 Years	After received. 34 CFR 75.733		8/14/1995

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35423	Department of Education \ Vocational Education \ Comprehensive Training Unit	Individual Referral Student/ Provider Files	5 Years	After fiscal year project completed.		8/14/1995
35424	Department of Education \ Vocational Education \ Comprehensive Training Unit	JTPA Contract/ Project Files	5 Years	After fiscal year project completed.		8/14/1995
35425	Department of Education \ Vocational Education \ Comprehensive Training Unit	Requests for Proposals (RFP Files)	5 Years	After fiscal year prepared.		8/14/1995
35427	Department of Education \ Vocational Education \ Comprehensive Training Unit	Serve America Contracts	6 Years	After completed.		8/14/1995
35426	Department of Education \ Vocational Education \ Comprehensive Training Unit	SLIAG Contract/ Student files	5 Years	After final expenditure report submitted. Destruction date for all SLIAG records is 12-31-97.		8/14/1995
35419	Department of Education \ Vocational Education \ Comprehensive Training Unit	TAA Contract/ Student Files	3 Years	After fiscal year prepared.		8/14/1995

