

## RESOLUTION 11-2009

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, APPROVING AND ADOPTING RECORDS RETENTION AND DISPOSITION SCHEDULES FOR CITY RECORDS.

WHEREAS, the City of Benson desires to adopt policies for the retention and disposition of the City's official records that will ensure compliance with State law, maximize efficiency and minimize cost; and

WHEREAS, the staff of the City of Benson has reviewed the Office Administration, Agency Financial, Agency/Department Management, Electronic Mail, Administrator/Manager, Municipal Attorney, Building Safety/Permits, Municipal Clerk, Municipal Court, Economic/Community Development, Equipment/Vehicle Services, Facilities Management, Finance, Fire Department, Library, Parks and Recreation, Personnel/Human Resources, Planning and Zoning, Police, Public Works/Transportation, Public Works/Water and Sewer, and Purchasing/Procurement Records Retention Schedules recommended by the Director of the Arizona State Library, Archives and Public Records, attached hereto as Exhibits "A" through "V" and incorporated herein by this reference, which collectively provide a policy for the retention and disposition of the City's official records in compliance with State law; and

WHEREAS, the Mayor and Council of the City of Benson have reviewed the Records Retention Schedules attached hereto as Exhibits "A" through "V" and have determined that approving and adopting the Records Retention Schedules is in the best interests of the City and its residents.

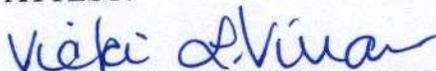
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Benson that the Records Retention Schedules, attached hereto as Exhibits "A" through "V" are hereby approved and adopted.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BENSON, ARIZONA, this 9th day of February, 2009.



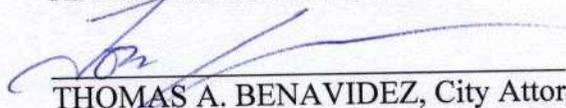
MARK M. FENN, Mayor

ATTEST:



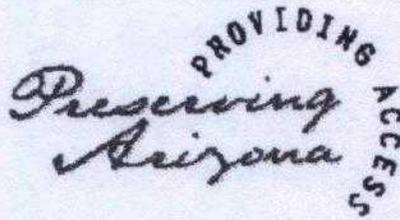
VICKI L. VIVIAN, City Clerk

APPROVED AS TO FORM:



THOMAS A. BENAVIDEZ, City Attorney

Exhibit "A"  
Administration Records Retention Schedule



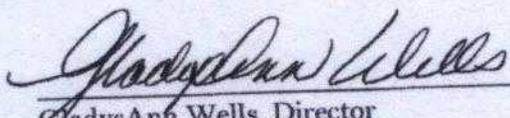
## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for Municipalities All Office Administration

Schedule Number:  
000-08-1

#### Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

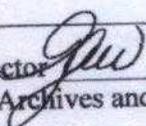
  
\_\_\_\_\_  
Gladys Ann Wells, Director  
Arizona State Library, Archives and Public Records

Date Approved:

JAN 25 2008

**General Retention Schedule for  
Municipalities  
All Office Administration**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	General Correspondence (including letters, memos and other related records not related to a specific project or case and not executive correspondence)	-	After administrative value has been served but no more than 3 years after calendar year created or received
2.	Transitory Materials (including records or limited reference value, letters of transmittal and informational bulletins)	-	After administrative value has been served but no more than 3 years after calendar year created or received
3.	Appointment Calendars	1	After calendar year of last entry but not more than 3 years after
4.	Working Records (including notes, drafts, feeder reports and other related records used in the development of final or summary records)	-	After administrative value has been served but no more than 3 years after calendar year final records created
5.	Progress/Activity Reports (including weekly or monthly reports to supervisors and managers but not including official agency annual report)	-	After administrative value has been served but no more than 3 years after calendar year created or received
6.	Office Internal Administrative Records (including non-policy work procedures, office assignments, work schedules and other related records)	-	After administrative value has been served but no more than 3 years after calendar year superseded or discontinued
7.	Logs (including telephone message logs, sign-in sheets and other related records)	-	After administrative value has been served but no more than 3 years after calendar year of last entry date

GladysAnn Wells, Director   
Arizona State Library, Archives and Public Records

**General Retention Schedule for  
Municipalities  
All Office Administration**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
8.	Staff Meeting Minutes	-	After administrative value has been served but no more than 3 years after year created or received
9.	Records Retention Schedules (office copy)	-	Delete or destroy between 1 and 3 years after superseded or obsolete
10.	Reports of Records Destruction	-	After administrative value has been served but no more than 3 years after created or received
11.	Requests for Imaging Implementation	-	Delete or destroy between 1 and 3 years after superseded or obsolete
12.	Training Records for Training Given by Agency		
	a. Attendance lists and evaluations	5	After fiscal year training given
	b. Syllabi, handouts and presentation materials	6	After superseded or obsolete
13.	Source Records		
	a. Data entry forms (including records used to update databases or other data collecting systems)	-	After entered data is verified or when administrative value has been served, whichever is later
	b. Electronic and Microfilm	-	After film or image is verified or when administrative value has been served, whichever is later, unless specified differently on approved Request for Imaging form

**Supersedes schedule dated October 10, 2001**

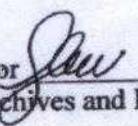
GladysAnn Wells, Director   
Arizona State Library, Archives and Public Records

Exhibit "B"  
Electronic Mail Records Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

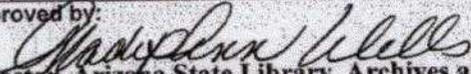
**ALL STATE AGENCIES & POLITICAL SUBDIVISIONS**

Function

**Records received via E-mail**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S.		RETENTION (YR.)			REMARKS (Include start point of retention.)
		Code	Off.	Off.	R.C.	Total	
1.	<p><b>Electronic Mail Communications</b></p> <p>a. Records* (including sender and receiver identification**, time and date sent, and complete message)</p> <p>b. Records* attached to electronic mail messages</p> <p>c. Routine non-record communications</p> <p>*Meeting requirements of the definition of records per ARS 41-1350.</p> <p>**Sender and receiver identification must be explicit enough to identify the individual senders and recipients. If the message only indicates initials or other abbreviated identifiers (e.g., distribution lists, grouped addresses, etc.) as senders and/or recipients, then the actual senders and/or recipients of the message must be documented. This metadata must be accessible with the official record.</p>						<p>The electronic version may be deleted after the record is transferred to a proper recordkeeping system. The version maintained in the proper recordkeeping system is designated as the official copy and must be retained for the same period as required for other forms of the same records series.</p> <p>The electronic version may be deleted after the record is transferred to a proper recordkeeping system. The version maintained in the proper recordkeeping system is designated as the official copy and must be retained for the same period as required for other forms of the same records series.</p> <p>Retain until informational value has been served but not longer than official copy of record is kept.</p> <p>Supersedes E-mail retention schedules found in the following Records Management Manuals: Records Retention and Disposition for:</p> <ul style="list-style-type: none"> <li>• Arizona State Agencies;</li> <li>• Arizona Counties;</li> <li>• Arizona Municipalities;</li> <li>• Arizona School Districts; and</li> <li>• Arizona Community Colleges and Districts</li> </ul>

Approved by:   
 Director, Arizona State Library, Archives and Public Records

Approval Date:  
**MAR 15 2006**

Exhibit "C"  
Agency Financial Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 1

## ALL ARIZONA MUNICIPALITIES

Function:

All - Agency/Dept. Financial

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Agency budget request including work papers (agency copy)		-	-	3	After fiscal year submitted
2	Agency appropriated budget (agency copy)		-	-	3	After fiscal year concerned
3	Expense accounting records including requisitions, purchase orders, receiving documents, claims, etc. (agency copy)		-	-	1	After fiscal year created or received (official copy at municipal finance office)
4	Revenue accounting records including cash receipts (agency copy)		-	-	1	After fiscal year created or received (official copy at municipal finance office)
5	Employee time and leave records including leave request documents and time sheets (agency copy)		-	-	1	After calendar year created or received (official copy at municipal finance office)
6	Capital inventory		-	-	1	After fiscal year created (official copy at municipal finance office)
7	Grant files (agency copy)		-	-	1	After final payment on grant (official copy at municipal finance office)
<p><b>NOTE: This schedule is for agency convenience copies only. If any of these records are the official record, refer to the "Finance" schedule.</b></p>						

Supersedes Schedule Dated:  
September 15, 1999

Approval Date:

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

October 10, 2001

May 2002

Exhibit "D"  
Management Records Retention Schedule



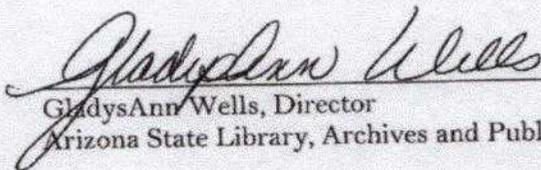
## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for Municipalities All Agency/Division Management

Schedule Number:  
000-08-3

#### Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

  
Gladys Ann Wells, Director  
Arizona State Library, Archives and Public Records

Date Approved: FEB 14 2008

**General Retention Schedule for  
Municipalities  
All Agency/Division Management**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Minutes (including agendas (if not part of minutes) and supporting documentation referenced in minutes) a. Governing Boards and Commissions b. Other Decision-making Committees, Boards or Commissions c. Advisory Committees, Boards, Commissions, Task Forces, Ad Hoc Committees, etc. d. Executive Session and Work Study Records e. Audio or Video Recordings of Meetings f. Staff meetings	Permanent Permanent Permanent 10 3 months -	Preserve pursuant to ARS §39-101 Preserve pursuant to ARS §39-101 Preserve pursuant to ARS §39-101 After fiscal year created After date of meeting and after minutes transcribed or summarized and approved After administrative value has been served but no more than 3 years after calendar year of meeting
2.	Committee, Board, Commission or Task Force Reports/Studies a. Reports resulting in no action b. Reports/Studies resulting in project	5 -	After fiscal year submitted File with Project Records (Item #5)
3.	Executive Correspondence (correspondence of Board, Commission, or Agency Director that sets or discusses policies)	Permanent	Preserve pursuant to ARS §39-101
4.	Committee, Board, Commission or Task Force Records (including agendas, board packets, notes and other related records)	3	After fiscal year created or received
5.	Project Records a. Historically Significant Projects b. All Other Records	Permanent 3	Preserve pursuant to ARS §39-101 After calendar year created or received
6.	Agency Policies, Directives, General Orders, Administrative Orders	Permanent	Preserve pursuant to ARS §39-101

**General Retention Schedule for  
Municipalities  
All Agency/Division Management**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
7.	Annual Reports a. City-wide reports	10	After year reported. Send paper copy to ASLAPR, Law and Research copy and if available, send electronic copy to <a href="mailto:reports@lib.az.us">reports@lib.az.us</a> After year reported
	b. Departmental reports	10	
8.	Legislation Records a. Case files for legislation proposed by agency	Permanent	Preserve pursuant to ARS §39-101 After calendar year passed into law or defeated
	b. Legislation tracking records	1	
9.	Contracts, Agreements and Leases and related records	6	After fiscal year fulfilled, cancelled or revoked
10.	Audit Reports a. City-wide reports	10	After audit completed. Send paper copy to ASLAPR, Law and Research copy and if available, send electronic copy to <a href="mailto:reports@lib.az.us">reports@lib.az.us</a> After audit completed
	b. Departmental reports	10	
11.	Publications Produced by Agency (including brochures, pamphlets, newsletters and other published reports)	1	After superseded or obsolete, unless otherwise specified in this retention schedule.
12.	Public Information Records (including press releases, photographs, scrap books, public service announcements and other related records) a. Historical	Permanent	Preserve pursuant to ARS §39-101 After administrative value has been served
	b. All others	-	
13.	Organizational Charts (records of department or division organizational structure and its relationship to other offices and departments, including reporting structure and other functional relationships)	Permanent	Preserve pursuant to ARS §39-101

**General Retention Schedule for  
Municipalities  
All Agency/Division Management**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
14.	Contracts, Agreements and Leases (including Intergovernmental Agreements)		
	a. Official copy	6	After expired cancelled or revoked
	b. All other copies	-	After administrative value has been served but no more than 6 years after expired, cancelled or revoked
15.	Grant Records		
	a. Administration and Financial Records	3	After fiscal year quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer
	b. Programmatic Records		
	i. Historically Significant Program Records	Permanent	Preserve pursuant to ARS §39-101
	ii. All Other Program Records	3	After fiscal year quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer
	c. Unsuccessful Grant Application Records	1	After rejected or withdrawn
	d. Other copies	-	After administrative value has been served but do not keep longer than after funding agency requirements are met for record copies

**Supersedes schedule dated October 10, 2001**

Exhibit "E"  
Administrator Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**

**ALL ARIZONA MUNICIPALITIES**

Function:  
**Administrator/Manager, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Activity reports submitted by municipality agencies: a. Weekly, monthly or quarterly submissions b. Annual reports		-	-	1	After fiscal year received
			-	-	10	After fiscal year received
2	Special project files <i>Some items in this record series documenting high profile issues should be retained for historical purposes. Consult with the State History and Archives Division (602-542-4159)</i>		-	-	5	After completion of project
3	Citizen complaint files		-	-	3	After file closed

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**

**May 2002**

Exhibit "F"  
Municipal Attorney Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 1

## ALL ARIZONA MUNICIPALITIES

Function:  
**Attorney, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Arrest records (office copies)		-	-	2	After calendar year of arrest (Official copy at police dept.)
2	Case files: a. Civil (except traffic) b. Civil traffic c. Condemnations d. Criminal (except traffic) e. Criminal traffic including DUIs f. Zoning <i>Some items in this record series documenting high profile issues should be retained for historical purposes. Consult with State History and Archives Division (602-542-4159)</i>		-	-	3 1 3 1 5 3	After case closes After case closes After case closes After case closes After case closes After case closes
3	Contracts, leases and agreements (office copies)		-	-	1	After receiving copy for review (Official copy at municipal clerk's office.)
4	Legal opinions		-	-	10	After calendar year issued
5	Subpoenas and summons		-	-	1mo	After served
6	Victim assistance grants (State funded)		-	-	5	After fiscal year received
7	Covenants not to sue or not to enforce		-	-	6	After receipt of covenant
8	Tax liens		-	-	3	After lien is cleared

Supersedes Schedule Dated:  
October 10, 2001

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

April 4, 2002

May 2002

Exhibit "G"  
Building Safety Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 1

## ALL ARIZONA MUNICIPALITIES

Function:  
**Building Safety/Permits**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code		RETENTION (YR.)			REMARKS (Include start point of retention.)
		Off.	R.C.	Off.	R.C.	Total	
1	Construction plans, specs. and computations:					3mo	After completion of work covered
	a. Single family residential	-	-	-	-	5	After completion of work covered
	b. Commercial/Industrial	-	-	-	-	3mo	After completion of work covered
2	Inspection reports and summaries:						
	a. Single family residential	-	-	-	-	3	After calendar year permit is issued
	b. Commercial/Industrial	-	-	-	-	3	After calendar year permit is issued
	c. Other including signs	-	-	-	-	1	After calendar year permit is issued
3	Building permits					Perm	Preserve pursuant to A.R.S. §39-101
4	Permit supporting documents					1	After calendar year permit is issued
5	Certificate of occupancy					Perm	Preserve pursuant to A.R.S. §39-101
6	Code violation notices					3	After calendar year issued
7	Appealed code violations					3	After calendar year issued
8	Inspection schedules					1	After calendar year created

Supersedes Schedule Dated:  
September 15, 1999

Approved by:  
**X GladysAnn Wells**  
Director, Arizona State Library, Archives and Public Records

Approval Date:  
October 10, 2001

Exhibit "H"  
Municipal Clerk Retention Schedule

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 1 of 5****ALL ARIZONA MUNICIPALITIES**

Function:

**Clerk, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Minutes of council meetings including agendas		-	-	Perm	Preserve pursuant to A.R.S. §39-101
2	Minutes of council executive sessions (confidential)		-	-	3	After date of the meeting (recommend not audio or video recording)
3	Minutes of meetings of other decision making bodies		-	-	Perm	Preserve pursuant to A.R.S. §39-101
4	Minutes of meetings of advisory or study committees (non-decision making bodies)		-	-	3	After calendar year prepared
5	Audio and video recordings of open meetings:					
	a. Council meetings		-	-	3mo	After minutes are transcribed and accepted
	b. Other meetings with transcribed minutes		-	-	3mo	After minutes are transcribed and accepted
	c. Other meetings where the recording is considered the minutes		-	-	3	After date of meeting
6	Council Packets		-	-	-	After administrative value is served
7	Meeting notices		-	-	2	After date of meeting
8	Mayor's annual speech or report to council		-	-	Perm	Preserve pursuant to A.R.S. §39-101
9	Ordinances (municipal codes)		-	-	Perm	Preserve pursuant to A.R.S. §39-101
10	Resolutions		-	-	Perm	Preserve pursuant to A.R.S. §39-101
11	Proclamations		-	-	2	After issued
12	Charter, amendments and incorporation files		-	-	Perm	Preserve pursuant to A.R.S. §39-101

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 2 of 5****ALL ARIZONA MUNICIPALITIES**

Function:

**Clerk, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S.		RETENTION (YR.)		REMARKS (Include start point of retention.)
		Code	Off.	R.C.	Total	
13	Code books: a. Municipal codes (see Ordinances) b. Uniform codes			-	-	Perm 5 Preserve pursuant to A.R.S. §39-101 After codes revised
14	Franchises, licenses, etc. (utilities, cable TV, etc.)			-	-	6 After expired or revoked
15	Licenses/permit files: a. Liquor b. Continuing activities c. Single event			-	-	2 3 3 After calendar year of council recommendation After expired and not renewed After issued
16	Contracts: a. Real estate construction b. Goods and services c. Individual employment d. Lease purchase of equipment e. Equipment lease (no purchase)			-	-	3 6 6 3 6 After asset disposed of (but not less than 6 years after acquisition) After expired, canceled or revoked After expired, canceled or revoked After asset disposed of (but not less than 6 years after acquisition) After expired, canceled or revoked
17	Intergovernmental agreements (IGAs)			-	-	6 After expired, canceled or revoked
18	Insurance policies and files			-	-	6 After expired, canceled or revoked
19	Public notices and affidavits of publication			-	-	2 After calendar year of public meeting
20	Deeds			-	-	3 After fiscal year property is disposed of
21	Abandonments			-	-	Perm Preserve pursuant to A.R.S. §39-101
22	Easements			-	-	Perm Preserve pursuant to A.R.S. §39-101
23	Subdivision plats (recorded copies)			-	-	Perm Preserve pursuant to A.R.S. §39-101
<b>Supersedes Schedule Dated: September 15, 1999</b>						
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date: <b>October 10, 2001</b>

May 2002

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 3 of 5****ALL ARIZONA MUNICIPALITIES**

Function:

**Clerk, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
24	Bond files		-	-	3	After fiscal year bond is paid or retired
25	Municipal budgets: a. Approved and appropriated budget		-	-	Perm	File with minutes adopting budget <b>Send a copy of this budget to ASLAPR, Research Division</b> After fiscal year submitted
	b. Working files including dept. requests, supporting documents, etc.		-	-	3	After fiscal year submitted
26	Bequests (gifts documentation showing municipal ownership)		-	-	3	After asset is disposed of (not less than 6 years after acquisition)
27	Special/improvement district bond issue files		-	-	3	After bond issue retired
28	Sales tax reports		-	-	3	After prepared or received
29	State compensation reports		-	-	4	After fiscal year prepared
	<b>NOTE: The following (30-42) are election records. Refer to A.R.S. §9- 821 and §16-403.</b>					
30	Nomination papers and petitions (required pursuant to A.R.S. §§ 16-311, 16-312 and 16-314)		-	-	2	After election
31	Official election returns (required pursuant to A.R.S. §16-615)		-	-	6mo	After election
32	Unofficial election returns (required pursuant to A.R.S. §16-616)		-	-	6mo	After election
33	Election signature rosters (required pursuant to A.R.S. §16-617)		-	-	6	After election
34	Election precinct registers (required pursuant to A.R.S. §16-617)		-	-	6mo	After election
						<b>Supersedes Schedule Dated: September 15, 1999</b>
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date: <b>October 10, 2001</b>

**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 4 of 5

**ALL ARIZONA MUNICIPALITIES**

Function:  
**Clerk, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
35	Election abstracts of vote (required pursuant to A.R.S. §16-618)		-	-	6mo	After election
36	Election condensed abstracts of vote (required pursuant to A.R.S. §619)		-	-	6mo	After election
37	Tabulation of condensed abstracts (required pursuant to A.R.S. §16-620)		-	-	6mo	After election
38	Election official canvass (required pursuant to A.R.S. 16-646)		-	-	2	After Election. Forward certified permanent copy to the mayor, council of legal designee immediately following election
39	Statements of contributions and expenditures by candidates at primary elections (required pursuant to A.R.S. §§ 16-905 – 16-907)		-	-	3	After term of office if elected, after election if not elected
40	Reports of collections and expenditures by campaign committee or other club or person (required pursuant to A.R.S. §§16-609 and 16-914.		-	-	3	After term of office if elected, after election if not elected
41	Statements of contributions and expenditures by a candidate at general or special elections (required pursuant to A.R.S. §16-913		-	-	3	After term of office if elected, after election if not elected.
42	Statements of collections, contributions and expenitrures for a statewide or initiative (required pursuant to A.R.S. §16-916)		-	-	3	After election
43	Oaths of office and loyalty oathw		-	-	5	After term of office expires or employment terminates
44	Financial disclosure statements filed pursuant to A.R.S. § 38-545		-	-	2	After last term of office served

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

PAGE 5 of 5

**ALL ARIZONA MUNICIPALITIES**

Function:

**Clerk, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
45	Petitions and complaints including unsolicited		-	-	3	After received
46	Cemetery interment records		-	-	Perm	Preserve pursuant to A.R.S. § 39-101
47	Legal opinions (official cop at attorney's office)		-	-	10	After issued
48	Progress/activity reports received from various municipal agencies		-	-	2	After calendar year received
49	Municipal annual report (official copy)		-	-	Perm	Preserve pursuant to A.R.S. § 39-101 <b>Send a copy of this report to ASLAPR, Research Division</b>
50	Annexation files: a. Recorded maps b. Petitions c. Property valuations		-	-	Perm	Preserve pursuant to A.R.S. § 39-101
			-	-	2	After annexation date
			-	-	3	After annexation date
51	Certificate of sale		-	-	3	After recorded
52	Municipal audit reports, official copies (minimum 2)		-	-	10	After audit completed  <b>NOTE: Pursuant to A.R.S. § 9-481 one copy of the audit shall be sent to Arizona State Library, Archives and Public Records (Research Division).</b>

Supersedes Schedule Dated:  
September 15, 1999

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

October 10, 2001

May 2002

Exhibit "I"  
Municipal Court Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 3

ALL ARIZONA MUNICIPALITIES		Function: <b>Court, Municipal</b>			REMARKS	
No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			(Include start point of retention.)
			Off.	R.C.	Total	
<p><i>NOTE: This schedule has been copied into ASLAPR format, but retention periods are per Supreme Court administrative order 99-80.</i></p>						
1	<p>Court files:</p> <p>a. Civil traffic cases</p> <p>b. misdemeanors and criminal traffic</p> <p>    i. Petty offenses</p> <p>c. Parking violations</p> <p>d. Orders of protection and injunctions against harassment</p> <p>e. Recordings of court proceedings, unless otherwise covered by this schedule</p> <p>f. Preliminary hearing cases:</p> <p>    i. Misdemeanor plea is accepted</p> <p>    II. Felony</p> <p>g. All other civil cases including small claims, forcible detainers, local ordinances and other civil judgements involving monetary awards</p> <p>    i. Civil traffic defaults</p> <p>    II. Other civil cases including dismissed cases.</p> <p>h. Non-case specific documents, ie. Initial appearances, scratches, etc.</p>		-	-	1	After final adjudication and satisfaction of judgement
			-	-	5	After final adjudication and completion of sentence
			-	-	1	After final adjudication and completion of sentence
			-	-	6mo	After final adjudication and payment of any fines
			-	-	5	After dismissal or expiration of the order
			-	-	6mo	After satisfying Rule 2B Superior Court Rules of Appellate Procedure Criminal
			-	-	5	After final adjudication and completion of sentence
			-	-	6mo	After discharged or transmitted to Superior Court
			-	-	5	After final judgement and satisfaction of judgement
			-	-	5	After final judgement
			-	-	1	After final judgement and satisfaction of judgement
			-	-	6mo	After created
2	<p>Administrative records of the court:</p> <p>a. Docket records, clerk indexes, register of actions, case file indexes or other chronological listings of cases events and comments</p> <p>    i. Civil traffic</p>		-	-	1	After default or final satisfaction of judgement and sentence
<p>Approved by: <b>Supreme Court Admin. Order 99-80</b> Director, Arizona State Library, Archives and Public Records</p>					<p>Approval Date: <b>Dec. 29, 1999</b></p>	

May 2002

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 2 of 3

ALL ARIZONA MUNICIPALITIES			Function: <b>Court, Municipal</b>			REMARKS (Include start point of retention.)
No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			
			Off.	R.C.	Total	
	ii. Civil (non-traffic)		-	-	5	After final satisfaction of judgement (Renewal of judgement for individual cases requires continued maintenance of supporting docket information.)
	III. Civil (non-traffic)		-	-	5	After default or final satisfaction of sentence
	IV. Parking violations		-	-	1	After final adjudication and payment of fine
	b. Scheduling calendars and working files		-	-	-	After reference value served
	c. Physical evidence records (logs)		-	-	1	After disposal of evidence
	d. Probation reports (if separate from case file), and other non-case specific documents, i.e., initial appearances, scratches, notices of appearance, booking sheets, etc.		-	-	30	After latest report received or sentence satisfied
	e. Employee listings, time sheets and payroll sheets (Non-records. Official copy at city/municipality finance)		-	-	-	After reference value served
	f. COJET records		-	-	-	As required by COJET. Reference 1999 Administrative Guidelines for Judicial Education in Arizona – Reporting Requirements.
	g. General Correspondence		-	-	3	Or after reference value served
	h. Jury files:					Lists generated in accordance with Arizona Revised Statutes, Title 21, Chapters 3 and 4
	i. Master jury lists		-	-	-	After reference value served. Ref. A.R.S. §21-301
	ii. Master jury file		-	-	90	Ref. A.R.S. §21-312
	iii. Juror questionnaires		-	-	90	Ref. A.R.S. §21-314(B)
	iv. Other juror lists (panels, pools and other records:					
	a. Records containing financial information		-	-	3	After fiscal year prepared
	b. Non-financial records		-	-	1	After fiscal year prepared
	i. Statistical reports (to Arizona Supreme Court)		-	-	1	After fiscal year prepared

Approved by: <b>Supreme Court Admin. Order 99-80</b> Director, Arizona State Library, Archives and Public Records	Approval Date: <b>Dec. 29, 1999</b>
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May 2002

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 3 of 3

ALL ARIZONA MUNICIPALITIES			Function: <b>Court, Municipal</b>			REMARKS (Include start point of retention.)
No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			
			Off.	R.C.	Total	
	j. Court financial records:					
	i. Bank statements, reconciliations, canceled checks, check stubs		-	-	3	After fiscal year created or received
	ii. Cash receipts, cash books and other revenue records		-	-	3	After fiscal year created or received
	iii. Financial/budgetary reports		-	-	3	After fiscal year created or received
	iv. Payment records		-	-	3	After fiscal year created or received
Approved by: <b>Supreme Court Admin. Order 99-80</b> Director, Arizona State Library, Archives and Public Records						Approval Date: <b>Dec. 29, 1999</b>

Exhibit "J"  
Community Development Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 1

**ALL ARIZONA MUNICIPALITIES** Function: **Economic/Community Development**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Census reports (annual or semi-annual)		-	-	10	After calendar year prepared
2	Urban development/redevelopment studies: a. Not resulting in any action or implementation b. Resulting in a project or program		-	-	5	After completed
3	Urban development/redevelopment project files		-	-	5	After completed

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records	Approval Date: <b>October 10, 2001</b>
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Exhibit "K"  
Vehicle Services Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**

**ALL ARIZONA MUNICIPALITIES**

Function:

**Equipment/Vehicle Services**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Equipment/vehicle history files		-	-	3	After disposal of equipment/vehicle
2	Equipment/vehicle inventory reports		-	-	3	After fiscal year of report
3	Parts inventory reports		-	-	3	After fiscal year created
4	Parts and supplies purchasing records		-	-	3	After fiscal year created
5	Maintenance/repair work orders		-	-	3	After fiscal year completed
6	Fuel pump receipts		-	-	3	After fiscal year created
7	Accident reports (personal injuries)		-	-	5	After calendar year of accident (29 CFR 1904.2; 29 CFR 1904.4)
8	Accident reports (no personal injuries)		-	-	3	After calendar year of accident
9	Billing records (to various cost centers or organizational units)		-	-	3	After fiscal year created
10	Fuel tank records indicating the location, dimensions and volume of the tanks		-	-	-	Retain for the life of the tank (40 CFR 60.116b)
11	Fuel tank records showing the volatile organic liquid (VOL) stored, the period of storage and the maximum true vapor pressure		-	-	2	After calendar year created (40 CFR 60.116b)
12	Fuel tank inspection records		-	-	2	After calendar year created (40 CFR 60.115b)
13	Fuel tank gap measurement records		-	-	2	After calendar year created (40 CFR 60.113b)

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**

Exhibit "L"  
Facilities Management Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 1

**ALL ARIZONA MUNICIPALITIES**

Function:  
**Facilities Management**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Architectural/Engineering requests for proposal		-	-	3	After fiscal year of request
2	Request responses – not selected		-	-	3	After fiscal year of request
3	A/E contracts and agendas		-	-	6	After contract completed, expired, canceled or revoked
4	A/E payment records		-	-	6	After contract completed, expired, canceled or revoked
5	Utility and regulatory fees		-	-	3	After fiscal year incurred
6	Construction request for bids		-	-	3	After fiscal year of bid
7	Construction contracts and agendas including change notices and addenda		-	-	6	After disposal of asset
8	Construction bids – not selected		-	-	3	After fiscal year of bid
9	Construction files including inspection reports, progress reports, meeting minutes, etc.		-	-	6	After construction contract completed
10	"As-built" plans, specifications and shop drawings		-	-	-	Retain for life of the facility (If facility is sold, transfer to new owner.)

Supersedes Schedule Dated:  
September 15, 1999

Approved by:  
**X GladysAnn Wells**  
Director, Arizona State Library, Archives and Public Records

Approval Date:  
**October 10, 2001**

Exhibit "M"  
Finance Retention Schedule

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

PAGE 1 of 3

**ALL ARIZONA MUNICIPALITIES**

Function:

**Finance/Accounting**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S.		RETENTION (YR.)		REMARKS (Include start point of retention.)
		Code	Off.	R.C.	Total	
1	Audit Reports		-	-	5	After fiscal year received
2	Ledgers and journals (except general ledger annual summary)		-	-	10	After fiscal year prepared (per ADOR)
3	General ledger annual summary or annual financial statement		-	-	Perm	Preserve pursuant to A.R.S. §39-101
4	Banking records including deposits, reconciliations, statements, check or warrant registers, etc.		-	-	10	After fiscal year prepared or received (per ADOR)
5	Checks/warrants (canceled, voided)		-	-	3	After fiscal year returned or voided
6	Unclaimed property records:					
	a. Un-cashed payroll checks/warrants		-	-	10	After date issued (per ADOR)
	b. Un-cashed payment checks/warrants		-	-	10	After date issued (per ADOR)
	c. Unclaimed property reports required per A.R.S. §44-307		-	-	5	After date report is filed (A.R.S. §44-323)
	d. Supporting documentation not previously listed		-	-	5	After date the report is filed (A.R.S. §44-323)
7	Billing and collection files		-	-	3	After fiscal year prepared
8	Capital equipment inventories (updated listings)		-	-	3	After fiscal year prepared
9	Capital equipment disposal authority		-	-	3	After fiscal year prepared
10	Capital equipment amortization records		-	-	3	After fiscal year prepared
11	Cash transaction records including deposits, receipts, fund transfers, etc.		-	-	3	After fiscal year prepared
12	Documentation for federal grants		-	-	3	After fiscal year of final expenditure report submitted. Refer to specific requirements of funding agency.

**Supersedes Schedule Dated:  
August 8, 2000**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 2 of 3****ALL ARIZONA MUNICIPALITIES**

Function:

**Finance/Accounting**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S.		RETENTION (YR.)		REMARKS (Include start point of retention.)
		Code	Off.	R.C.	Total	
13	Documentation for state grants in aid (not including federal pass-through funds)		-	-	3	After fiscal year of final expenditure
14	Expense accounting records including claims, demands, vouchers, vendor invoices, receiving reports, and other supporting documents: a. Capital expense exceeding \$10,000 for land buildings and improvements; \$5,000 for vehicles, furniture and equipment b. All others		-	-	3	After disposal of asset
15	Revenue records		-	-	3	After fiscal year prepared
16	Payroll registers (gross & net)		-	-	4	After fiscal year prepared (26 CFR 31.6001 et. seq.; 20 CFR 404.1225)
17	Payroll – employee status change		-	-	3	After fiscal year prepared
18	Payroll – employee time and leave records (official copy)		-	-	3	After fiscal year prepared (29 CFR 516.2)
19	Payroll deduction records		-	-	4	After fiscal year prepared (20 CFR 404.1225)
20	Payroll – employee benefits files including group insurance		-	-	6	After termination of employment (29 USC 1113)
21	Payroll – W-2 records of remuneration paid to employees		-	-	4	After the date due of such tax for the return period (26 CFR 31.6001-1)
22	Payroll – undeliverable W-2 withholding statements (all copies)		-	-	4	After the date due of such tax for the return period (26 CFR 31.6001-1)
23	Payroll - garnishment orders		-	-	3	After expired or canceled

**Supersedes Schedule Dated:  
August 8, 2000**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 3 of 3**

**ALL ARIZONA MUNICIPALITIES**

Function:  
**Finance/Accounting**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
24	Budget files including approved and appropriated budgets, fund requests and supporting documents (office copies)		-	-	3	After fiscal year prepared (Official copy at Clerk of the Board's Office.)
25	Financial detail and summary reports including computer generated weekly, monthly, quarterly reports, etc.		-	-	1	After fiscal year prepared (may be on paper, microfiche or computer media)
26	Annual financial detail and summary reports		-	-	3	After fiscal year prepared

**Supersedes Schedule Dated:  
August 8, 2000**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**

Exhibit "N"  
Fire Department Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 2**

**ALL ARIZONA MUNICIPALITIES**

Function:  
**Fire Department**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Duty roster (plan of the day)		-	-	1	After calendar year created
2	Equipment inspection reports		-	-	3	After calendar year created
3	Incident reports		-	-	3	After calendar year created
4	Volunteer drill reports		-	-	1	After calendar year created
5	Volunteer reports (periodic)		-	-	1	After calendar year created
6	Training reports (periodic)		-	-	1	After calendar year created
7	Apparatus (equipment) maintenance reports		-	-	1	After calendar year created.
8	Fire prevention/notice of violation		-	-	3	After calendar year created
9	Fire safety inspection reports		-	-	3	After calendar year created
10	Investigations (arson) files		-	-	25	After calendar year create
11	Permits (blasting, fireworks, etc.)		-	-	3	After calendar year issued
12	Equipment and clothing issue records		-	-	-	After disposal of item
13	Hydrant inspection and maintenance records		-	-	2	After calendar year created
14	Hydrant location records		-	-	2	After replacement of hydrant or line
15	Paramedic emergency health care records		-	-	3	After calendar year created (if transported, provide copy to emergency room.
16	Licensing/regulatory records		-	-	3	After expired

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 2 of 2

**ALL ARIZONA MUNICIPALITIES**

Function:  
**Fire Department**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
17	Medical equipment test/calibration records		-	-	3	After disposal of equipment
18	Logs: a. Fire/emergency log b. Duty, communication, etc.		-	-	1	After month prepared
			-	-	1	After month prepared

Supersedes Schedule Dated:  
September 15, 1999

Approved by:  
**X GladysAnn Wells**  
Director, Arizona State Library, Archives and Public Records

Approval Date:  
**October 10, 2001**

Exhibit "O"  
Library Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 1

## ALL ARIZONA MUNICIPALITIES

Function:  
**Library**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Catalog of collection holdings including shelf lists (paper and/or electronic on-line catalog)		-	-	-	Maintain current. Destroy or purge when referred item is removed from collection.
2	Agreements; contracts; leases (office copy)		-	-	-	Dispose of after expired, terminated or revoked. Official copy on file with Municipal Clerk.
3	Borrowers/cardholders registration information (paper and/or electronic form)		-	-	-	Maintain current. Destroy after expired, updated or superseded.
4	Statistical records: a. Annual b. Other (monthly, weekly, etc.)		-	-	10	After calendar year compiled Dispose of after cumulative update.
5	Grant files: a. Federal funds		-	-	3	After fiscal year of final expenditure report, or after resolution of all issues (45 CFR Part 1183)
	b. State funds		-	-	3	After fiscal year of final expenditure
6	Circulation records		-	-	1	After material returned to library (Confidential pursuant to A.R.S. §41-1354)

Supersedes Schedule Dated:  
September 15, 1999

Approved by:  
**X GladysAnn Wells**  
Director, Arizona State Library, Archives and Public Records

Approval Date:  
**October 10, 2001**

Exhibit "P"  
Parks and Recreation Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**

**ALL ARIZONA MUNICIPALITIES**

Function:

**Parks and Recreation**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Park development records including plans and specifications		-	-	-	Retain until park is abandoned or otherwise disposed of
2	Minutes of Parks Board (advisory)		-	-	3	After calendar year created
3	Maintenance records		-	-	3	After fiscal year maintenance performed
4	Grants (federal funds): a. Acquisition, development and construction b. Other		-	-	3*	After abandonment or disposal of facility  After fiscal year of final payment <b>* Refer to specific requirements of funding agency.</b>
5	Recreation/activities files		-	-	3	After fiscal year of the activity
6	Fee collection records		-	-	3	After fiscal year created

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**

Exhibit "Q"  
Human Resources Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 2

## ALL ARIZONA MUNICIPALITIES

Function:

**Personnel / Human Resources**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Employee personnel files: a. Official files including evaluations, discipline records, loyalty oaths, etc. b. Supervisor's work files		-	-	5	After calendar year of termination of service (29 CFR 1627.3)
			-	-	6mo	After termination
2	Employee personnel summary (paper and/or electronic form)		-	-	10	After calendar year of termination (There is no requirement to keep this record series.)
3	Statistical listings and reports		-	-	-	Dispose of after superseded
4	Position descriptions		-	-	3	After superseded or position abolished
5	Position classification/reclassification records		-	-	3	After classification request is acted on
6	Employee grievance files		-	-	3	After grievance action resolved
7	Employee training files including attendance lists, class outlines, etc.		-	-	3	After training is given (A record of class completion may be placed in the employee's personnel file)
8	Employee tuition refund program records		-	-	3	After fiscal year refund is issued
9	Occupational safety and health records including accident reports and annual summaries		-	-	5	After calendar year reported (29 CFR 1952.4)
10	Accident prevention programs including lists of first aid and CPR trained staff		-	-	1	After superseded
11	Employee medical and exposure records including lists of hazardous materials exposed to; pre-employment physicals; etc.		-	-	30	After termination of employment (29 CFR 1910.20) these records must be retained separately from the employee personnel file.

Supersedes Schedule Dated:  
September 15, 1999

Approved by:  
**X GladysAnn Wells**  
Director, Arizona State Library, Archives and Public Records

Approval Date:  
October 10, 2001

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 2 of 2

## ALL ARIZONA MUNICIPALITIES

Function:

**Personnel / Human Resources**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
12	Group insurance records (Human Resources/Personnel copy including copy of contracts with carriers)		-	-	2	After termination of contract (Official copy of contracts at the Municipal Clerk's office)
13	Reduction in force records including computation documents and recap. Summaries		-	-	5	After RIF (lay-off) is completed
14	EEO-4 including background information		-	-	2	After prepared (29 CFR 1602.30)
15	Hiring records including application, selection, promotion and interview records		-	-	2	After calendar year received or prepared (29 CFR 1602.31)
16	Merit/civil service system board minutes (Personnel/Human Resources copy)		-	-	3	After calendar year prepared
17	Completed form I-9 (Proof of legal residency in U.S.A.)		-	-	1	After employee terminates employment, but not less than 3 years after date of hire (8 CFR 274a.2)

Supersedes Schedule Dated:  
September 15, 1999

Approval Date:

October 10, 2001

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

May 2002

Exhibit "R"  
Planning and Zoning Retention Schedule

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

PAGE 1 of 1

**ALL ARIZONA MUNICIPALITIES**

Function:

**Planning and Zoning**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Zoning case files <i>NOTE: Some of these files may involve high profile or otherwise noteworthy projects that may have long term or historical value. Contact History and Archives Division if you wish a professional archival appraisal of any of these files.</i>		-	-	20	After calendar year file closes
2	Incomplete zoning cases (dropped or withdrawn before decision is rendered)		-	-	2	After calendar year opened
3	Comprehensive plans including land use, neighborhoods, areas, etc.		-	-	Per	Preserve pursuant to A.R.S. §39-101
4	Background materials and preliminary drafts of plans		-	-	1	After plan finalized
5	Minutes of public meetings of boards or commissions (office copy)		-	-	3	After calendar year of meeting
6	Planning and zoning reports		-	-	3	After calendar year published
7	Violation case files		-	-	1	After calendar year case is closed

Supersedes Schedule Dated:  
September 15, 1999

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**

Exhibit "S"  
Police Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 3**

**ALL ARIZONA MUNICIPALITIES**

Function:  
**Police**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S.			RETENTION (YR.)		REMARKS (Include start point of retention.)
		Code	Off.	R.C.	Total		
1	Crime reports and investigations:						
	a. Serious crimes as defined in A.R.S. §13-604; homicide; misuse of public moneys; felony falsification of public records		-	-		25	After calendar year of initial crime report; review for continued retention if case not closed
	b. All other class 2 through 6 felonies		-	-		8	After calendar year of initial crime report
	c. Misdemeanors (except DUI)		-	-		3	After calendar year of initial crime report
	d. Misdemeanor DUI		-	-		5	After calendar year of initial crime report
	e. Department reports		-	-		2	After calendar year prepared
	f. Petty offenses		-	-		2	After calendar year prepared
2	g. Misc. closed cases (subject deceased, sentence served, etc.)		-	-		2	After case closed
	Non-crime reports:						
	a. Abandoned vehicles		-	-		1	After calendar year prepared
	b. Incident reports (no investigation)		-	-		1	After calendar year prepared
	c. Pawn broker transaction records		-	-		3	After calendar year prepared
	d. Supoena/summons log		-	-		3	After calendar year prepared
3	e. Traffic accident reports – property damage or injury		-	-		3	After calendar year prepared
	f. Traffic accident reports – fatalities		-	-		10	After calendar year prepared
	Logs (paper and or electronic)						
	a. Citation logs		-	-		2	After calendar year prepared
	b. Criminal history inquiry logs		-	-		1	After calendar year prepared
	c. Department report (DR) logs		-	-		2	After calendar year prepared
	d. MVD letter logs		-	-		1	After calendar year prepared
	e. Officer daily logs		-	-		6mo	After month prepared
	f. Patrol/duty logs		-	-		1	After month prepared
	g. Radio/communications logs		-	-		1	After month prepared
4	h. Warrant logs		-	-		3	After last entry
	i. Jail logs		-	-		1	After calendar year prepared
	Citations (police copy)		-	-		2	After calendar year prepared

**Supersedes Schedule Dated:  
October 10, 2001**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**April 4, 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 2 of 3**

<b>ALL ARIZONA MUNICIPALITIES</b>		Function: <b>Police</b>				
Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.						
No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
5	Held property/evidence reports		-	-	-	File with department reports (DRs)
6	Missing person notices		-	-	-	After cancelled
7	Warrants		-	-	-	Return to court after cancellation (suggest periodic validation with ACJIS Division, DPS)
8	Enforcement equipment maintenance/ calibration records (radar/laser guns, breathalizers/intoxilizers, etc.)		-	-	1	After equipment disposed of
9	Vehicle maintenance records		-	-	1	After vehicle disposed of
10	Warnings (traffic violations, vehicle equipment repair orders)		-	-	1	After written
11	Master fingerprint files		-	-	-	Forward to ACJIS. Purge from local files after 25 years
12	Criminal history files		-	-	10	After last contact
13	Modus operandi files		-	-	-	Purge information from local files after 20 years
14	Intelligence files including records developed using BJA grants or subgrants		-	-	5	After information gathered (28 CFR 23.20)
15	Alarm reports including false alarms		-	-	1	After calendar year prepared
16	Duty rosters		-	-	1	After calendar year prepared
17	Internal affairs investigations a. Complaints sustained b. Complaints not sustained		-	-	5 2	After calendar year created After calendar year prepared
18	Juvenile referrals		-	-	-	Destroy after individual reaches age 18
						<b>Supersedes Schedule Dated: October 10, 2001</b>
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records					Approval Date: <b>April 4, 2002</b>	

**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 3 of 3

**ALL ARIZONA MUNICIPALITIES**

Function:  
**Police**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
19	Prisoner files: a. Adult offenders		-	-	10	After last contact (May also be destroyed following notification of death.)
	b. Juvenile offenders		-	-	-	Destroy after individual reaches age 18
20	"911" automatic number identification records		-	-	2	After month created
21	"911" voice recordings		-	-	2mo	After tape recorded. (A.A.C. R2-1-408 requires specific info. For 31 days.)
22	Uniform crime reports (office copy, record copy submitted to DPS)		-	-	1	After calendar year created

Supersedes Schedule Dated:  
October 10, 2001

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

April 4, 2002

Exhibit "T"  
Transportation Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**

<b>ALL ARIZONA MUNICIPALITIES</b>		Function: <b>Public Works – Streets (Transportation)</b>				REMARKS (Include start point of retention.)
No.	RECORD SERIES	R.S. Code	RETENTION (YR.)		Total	
			Off.	R.C.		
1	Highway / road project construction records: a. Project construction files b. "As-built" plans  c. Extra copies of construction records including field office copies and work-site copies		-	-	3	After completion and final payment Retain until abandoned or transferred to other jurisdiction. Recommend microfilm for security.
			-	-	-	After completion of construction
			-	-	1	
2	Highway / road maintenance records a. Routine maintenance of street and roadside areas b. Major maintenance and improvement projects		-	-	3	After fiscal year maintenance performed
			-	-	-	Treat as construction project records (See item 1)
3	Encroachment and road cut permits		-	-	3	After permit terminates or encroachment is abandoned
4	Survey notes and records		-	-	-	Retain until surveyed area is abandoned or transferred to another Jurisdiction.
5	Maps including aerials, mosaics, negatives, contour, etc.		-	-	-	Retain until mapped area is abandoned or transferred to another jurisdiction
6	Contracts and intergovernmental agreements (IGAs) a. Official copy b. Office (extra non-record) copies		-	-	-	Transfer to Clerk of the Board
			-	-	1	After expired, cancelled or revoked
7	Right of way files		-	-	-	Retain until land is abandoned or transferred. Transfer official copy of deed and title insurance to the municipal clerk.

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records	Approval Date: <b>October 10, 2001</b>
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Exhibit "U"  
Water and Sewer Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 2**

**ALL ARIZONA MUNICIPALITIES**

Function:

**Public Works – Water and Sewer**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S.		RETENTION (YR.)			REMARKS (Include start point of retention.)
		Code	Off.	R.C.	Total		
1	Water and sewer construction and improvement records:						
	a. Federally funded projects expenditure records		-	-	3		After final payment (Check recordkeeping requirements of funding agency.)
	b. Locally funded projects expenditure records		-	-	3		After project completed
	c. "As-built" plans		-	-	-		Retain until plant is abandoned or demolished
2	Water and sewage treatment system maintenance records		-	-	10		After calendar year maintenance performed
3	Sewage treatment plant sludge incinerator records required pursuant to 40 CFR 153		-	-	2		After calendar year created (40 CFR 153)
4	Sewage treatment – copy of semi-annual report to EPA		-	-	10		After period reported
5	Sewage treatment plant monthly operational reports		-	-	5		After calendar year created
6	Sewage treatment plant discharge monitoring reports		-	-	10		After calendar year of report
7	Individual sewage disposal systems including applications, permits, plot plans, engineering reports, etc.		-	-	-		Retain for the life of the facility
8	Sewer system plans (ACC certified companies)		-	-	-		Retain for the life of the system
9	Water treatment plant (ACC certified companies) records including permits, applications, plans, engineering reports, etc.		-	-	-		Retain for the life of the plant

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

PAGE 2 of 2

**ALL ARIZONA MUNICIPALITIES**

Function:

**Public Works – Water and Sewer**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
10	Water system plans (ACC certified companies)		-	-	-	Retain for life of facility
11	Water system records of bacteriological analyses made pursuant to 40 CFR 141		-	-	5	After calendar year of analysis (40 CFR 141.33)
12	Water treatment records of chemical analyses made pursuant to 40 CFR 141		-	-	10	After calendar year of analysis
13	Water treatment records of action taken to correct violations of Federal primary drinking water regulations		-	-	3	After the last action taken on a particular violation (40 CFR 141.33)
14	Water treatment reports, summaries and correspondence relating to sanitary surveys of the water system		-	-	10	After completion of the sanitary survey (40 CFR 141.33)
15	Water treatment records of any variance or exemption granted to the water system		-	-	5	After expiration of variance or exemption (40 CFR 141.33)
16	Water treatment sampling data and analyses, reports, surveys, letters, evaluations, schedules, State determinations, etc. required pursuant to 40 CFR 141.81 through 141.88		-	-	12	After calendar year of creation or receipt (40 CFR 141.91)
17	Water and sewer billing records		-	-	3	After fiscal year prepared

Supersedes Schedule Dated:  
September 15, 1999

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

October 10, 2001

May 2002

Exhibit "V"  
Procurement Retention Schedule

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**

**ALL ARIZONA MUNICIPALITIES**

Function:

**Purchasing / Procurement**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Contract files including RFQ / RFP, recap sheets, bonds, scores, award, etc.		-	-	6	After fiscal year of purchase or contract expiration
2	Unsuccessful bids		-	-	3	After fiscal year received
3	Late received bids including modifications, withdrawals, etc.		-	-	1mo	After vendor notified (May be returned to vendor in lieu of destruction.)
4	Canceled solicitations		-	-	1	After fiscal year canceled
5	Vendor lists and files (paper or computer files)		-	-	-	Review, update and purge annually
6	Purchase order registers		-	-	3	After fiscal year prepared
7	Protests		-	-	5	After calendar year

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**

Exhibit "W"  
Mayors Office

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**

**ALL ARIZONA MUNICIPALITIES**

Function:  
**Mayor's Office**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
	<b>NOTE: Any records of this office may have long term or historical value. Contact History and Archives Division if you wish a professional archival appraisal of any of these documents.</b>					
1	Constituent correspondence a. Regarding public policy b. Other		-	-	Perm 4	Preserve pursuant to A.R.S. §39-101 After calendar year created or received
2	Council communications including memos, notes, e-mail, etc.		-	-	4	After calendar year created or received
3	Speeches including drafts, written copies and recordings: a. Annual b. Final version c. Drafts		-	-	4  Perm 4	After date of speech (Official copy at municipal clerk's office.) Preserve pursuant to A.R.S. §39-101 After date of speech
						<b>Supersedes Schedule Dated: September 15, 1999</b>

Approved by:  
**X GladysAnn Wells**  
Director, Arizona State Library, Archives and Public Records

Approval Date:  
**October 10, 2001**