



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



Custom Records Retention Schedule Issued to:
Arizona Secretary of State
All Divisions and Services

Schedule Number:
CS 1003

Authority:

Pursuant to ARS §41-151.12, the retention periods listed herein are the required amount of time records must be kept. Records must be promptly and orderly disposed of at the end of their retention period. Keeping records for a time period other than their approved retention period is illegal. Keeping

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. 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, contact the Records Management Center to request a change to the retention period.

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.

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 02-09-54, signed November 20, 2009; *Archives Division*, signed July 29, 2004; #99-11-51, signed August 30, 2011; *Braille and Talking Book Library*, signed February 14, 2007; #99-07-207, signed November 07, 2007; *Director's Office - Director / Deputy Director*, signed July 20, 1999; *Director's Office Mac Center*, signed May 20, 1999; #99-07-171, signed August 20, 2008; #99-07-170, signed August 20, 2008; #99-07-169, signed August 20, 2008; *Library Development Division*, signed November 05, 2004; and *Museum Division*, signed February 21, 1995.

Retention review and approval by:

Jeffrey Luciente-Kispatyck
Jeffrey Luciente-Kispatyck, Records Analyst, Archives and Records Management

Date:

10/11/2015

Approval Authorized by:

Joan Clark
Joan Clark, State Librarian and Director, Library, Archives & Public Records

Date:

10-6-2015

Archival review and approval by:

Melanie Sturgeon
Melanie Sturgeon, State Archivist & Director, History, Archives & Records Management

Date:

10/8/2015

RECORDS MANAGEMENT CENTER

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
00101.	<i>Address Confidentiality Program Participant Application and File Records</i> May include some of the following: application, residency letter, welcome letter, authorization card, change of contract forms, school request forms, disclosure request, and participant contact notes.	6 months	After participant canceled from program. Confidential per ARS § 41-166
00102.	<i>Administration Attestation Log Records</i> Official register of acts of the Governor.	10	After calendar year created.
00103.	<i>Extradition and Requisition Records (office copy)</i>	1	After calendar year processed.
00104.	<i>Letters of Appointment Records</i>	5	After term of office or termination of employment.
00105.	<i>Loyalty Oaths / Oaths of Office Records</i> For Judges and State Elected Officers.	5	After term of office or termination of employment. State Constitution, Article 6, Section 26. ARS 38-233.
00106.	<i>Reports, Studies or Other Records Filed with the Secretary of State per the Arizona Revised Statutes</i> These documents are filed by Local public bodies and State Agencies, Boards and Commissions with the Secretary of	-	Reports filed with the SOS office under state law are routed to: <i>State Documents</i> Arizona State Library, Archives and Public Records (LAPR).

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	State's Office in compliance with ARS.		These reports are made available to the public through the LAPR.
00107.	Room Reservation Records	3	After calendar year created.
00108.	<i>Business Services and Management</i> Advanced Directive Registry	-	After notification of death, but no more than 5 years after notification of death or when notified to remove records.
00109.	Athlete Agent Records	6	After fiscal year expired, cancelled or revoked. ARS § 15-1765.
00110.	Charity / Telemarketer or Telephone Solicitor / Contracted Fundraiser Records	5	After date filed.
00111.	Dance Studio Bond Records	5	After month filed. ARS § 44-1741.
00112.	Notary Records – Complaints, Revoked and Suspended	5	After action taken.
00113.	Notary Records – Complaints, Unsubstantiated	1	After resolved.
00114.	Notary Records – Resignation	3	After resigned.
00115.	Notary Records - Lost or Stolen Seal Notifications	5	After notification received.
00116.	Notary Records - Notary Journals	5	After date of last entry.

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00117.	Notary Records - All Other Records Includes applications, bonds, riders and power of attorney.	5	After month issued.
00118.	Notifications of Revocation and / or Suspension of Technical Registration License or Certificate	-	After removed from published list.
00119.	No Trespass Public Notice List Records These records are the original filing / list.	-	After superseded or obsolete. ARS § 23-1326.
00120.	Out of State Landlord Agent Records	5	After superseded or obsolete. ARS § 33-1309(B).
00121.	Partnership Records	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00122.	Professional Employer Filings and Regulatory Fee Records	5	After date filed.
00123.	Tradename and Trademark Records	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00124.	Uniform Commercial Code (UCC) Records - UCC Filings Original returned to originator after image verified.	6	After calendar year filed.

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00125.	Uniform Commercial Code (UCC) Records - UCC Search Requests	3	After calendar year completed.
00126.	<i>Election Services</i> Campaign Finance Records (State) - Candidate records	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00127.	Campaign Finance Records (State) - Financial disclosures	10	After filed.
00128.	Campaign Finance Records (State) - Political Action Committees, Other than Candidates	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00129.	Campaign Finance Records (State) - Disks	3 months	After entered into database and verified.
00130.	Campaign Finance Records (State) - Database	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00131.	Candidate Activity Records	8	After date of election.
00132.	Clean Elections Lobbyist Fee Records Citizens Clean Election Commission.	5	After date of election.

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
00133.	Election Activity Records – Historical Includes challenges, lawsuits, recounts and other related records. These records meet the definition / description of the “ <i>Permanent and Historical Records</i> ” statement on the LAPR website: http://azlibrary.gov/arm/guidance-standards-and-statutes	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00134.	Election Activity Records – Non Historical Includes challenges, lawsuits, recounts and other related records.	6	After date of election or after all legal issues have been resolved, whichever is later.
00135.	Electronic Computer Election Program Records, Held in Escrow	3	After date of election. ARS § 16-445.
00136.	Felony Conviction Records - Source records	2	After two-year election cycle.
00137.	Felony Conviction Records - Database	-	After reference value has been served.
00138.	Initiative / Referendum / Recall Records – Historical Records These records meet the definition / description of the “ <i>Permanent and Historical Records</i> ” statement on the LAPR website: http://azlibrary.gov/arm/guidance-standards-and-statutes	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00139.	Initiative / Referendum / Recall Records – Non Historical	6	After date of election.
00140.	Lobbyist Records	5	After filed.

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
00141.	National Voter Registration Act (NVRA) Declinations / Batch Reports	2	After date received. ARS §16-112.
00142.	New Party Recognition Records	5	After filed.
00143.	Nomination Records Includes paper petitions and receipts.	6	After date of election.
00144.	Principal and Public Body Records	5	After filed.
00145.	Qualifying Contribution Records - Statewide Candidates	8	After calendar year of election.
00146.	Qualifying Contribution Records - Legislative Candidates	6	After calendar year of election.
00147.	Title 19 Records - Historical Including, but not limited to, recalls, initiatives, referendums, petitions, certifications, and correspondence. These records meet the definition / description of the " <i>Permanent and Historical Records</i> " statement on the LAPR website: http://azlibrary.gov/arm/guidance-standards-and-statutes	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00148.	Title 19 Records – Non Historical Including, but not limited to, recalls, initiatives, referendums, petitions, certifications, and correspondence.	6	After date of election.
00149.	Unused Logic and Accuracy Ballot Records	6 months	After date of election.

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00150.	Voter Registration Statistics Records - Magnetic	-	After transferred to database. Return to originator.
00151.	Voter Registration Statistics Records - Paper or Electronic	6	After date of election.
00152.	<p>Voter Registration System (VRAZ) Database Records <u>Input records</u> include voter registration affidavits, voter registration cancellations, ADOT / Motor Vehicle Division, court felony notifications, and Department of Health Services' death notifications.</p> <p><u>Database and data fields</u> include Last Name, First Name, Middle Name, Suffix, Date of Birth, Birthplace, Name of Parent, Former Name, Driver License Number, Social Security Number, Indian Census Number, Party, Occupation, Poll Worker Status, Mailing Address, Mailing City, Mailing State, Mailing Zip, Residence Address, Residence City, Residence State, Residence County, Residence Zip, Telephone, Precinct, County Assigned Voter ID Number, Registration Status, NVRA Source, Last Modified Date, Restriction Status, and Record Status.</p> <p><u>System records</u> including, but not limited to, configuration and setup, installation and implementation, design, program operation, software-related, site logs and</p>	Permanent	<p>Retain per Arizona <i>Standards for Permanent Records.</i></p> <p>Transfer copy annually to the State Archives.</p> <p>Required data, fields and format to be mutually agreed upon.</p>

Joan Clark, Director 
Arizona State Library, Archives and Public Records

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	statistical compilations, site maps, and comprehensive list of URLs referenced.		
00153.	<i>Financial Records</i> Accounts Payable and Receivable Records Including, but not limited to, claims, demands, advance records and vouchers, travel requests (approved), fund transfer records, purchase orders, receiving documents, invoices and receipts, insufficient funds (NSF) and returned check records, credit card authorization records, cash transactions records (including petty cash records, receipts, cash register tapes, voided transaction records, mail receipt lists, cash register reconciliation reports, cash refund records, and other related records), purchase card (Pro card, P-card) records, and billing and collection records.	20	After federal fiscal year LSTA cycle completed.
00154.	Appropriations (office copy)	1	After fiscal year received.
00156.	Contract and Grant Records	20	After federal fiscal year LSTA cycle completed.

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000157.	Payroll Records Including, but not limited to, annual earning summaries, overtime and comp time records, payroll adjustments and reimbursements, payroll registers (gross and net), payroll voided checks, and other records documenting all remuneration made to employees, employers contributions and all Social Security contributions and adjustments.	20	After federal fiscal year LSTA cycle completed.
00158.	<i>Information Systems</i> E-mail Directories and Distribution List Records - Printed	2	After updated, superseded or obsolete.
00159.	E-mail Directories and Distribution List Records - Maintained on computer	1	After updated, superseded or obsolete.
000160.	<i>Library, Archives and Public Records – Archives and Records Management</i> Accessions Register Records	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> .
00161.	Annual Inspection Report Records These Reports are for the holdings located in the ARM buildings.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> . Required per the <i>Standards for Permanent Records</i> .
00162.	Approved Imaging Request Records	25	After expired.

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00163.	Approved Microfilm Request Records	Permanent	Retain per Arizona <i>Standards for Permanent Records.</i>
00164.	Approved Records Retention Schedule Records	Permanent	Retain per Arizona <i>Standards for Permanent Records.</i>
00165.	Archives Agency Records Historical records surveys, correspondence, agency consultations and memos with agencies concerning historical records.	Permanent	Retain per Arizona <i>Standards for Permanent Records.</i>
00166.	Archives Collections	Permanent	Retain per Arizona <i>Standards for Permanent Records.</i>
00167.	Archives Content Management System Records	-	After superseded or obsolete.
00168.	Certificates of Compliance Records	Permanent	Retain per Arizona <i>Standards for Permanent Records.</i>
00169.	Conservation Treatment Records	Permanent	Retain per Arizona <i>Standards for Permanent Records.</i>
00170.	Destruction Report Records Including Certificates of Destruction, Notice of Destruction Prior to Records Disposition, Pre-Approval for Unscheduled Records Disposition, Pre-Disposition Reports, Single Requests for Transfer / Destruction and Transfer of Records Between Public Bodies.	50	After calendar year approved.

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00171.	Disposition Schedule Records Some of these records will be retained in the Records Management (RM) Database.	10	After superseded or obsolete.
00172.	Essential Records Listing Records The tracking of these records will be retained in the RM Database.	5	After superseded.
00173.	Finding Aid Records	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> .
00174.	Methylene Blue Test Records These records support compliance of the ARM Preservation Imaging microfilm processor.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> .
00175.	Microfilm Processing Logs Including processor logs and duplicator logs used primarily for billing purposes.	25	After calendar year created.
00176.	Newspaper Project Records - Microfilm	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> .
00177.	Paper Size Exemptions	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> .
00178.	Patron Correspondence Records	3	After calendar year created or received.
00179.	Patron Name Research Database Records	-	After superseded or obsolete.

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
00180.	Preservation Imaging Holdings Tracking Database Records Also known as the Vault Database, which is used to track microfilm holdings in the ARM vaults.	-	After superseded or obsolete.
00181.	Preservation Imaging Project Records Includes Control Charts and Customer Project paperwork.	10	After project completed.
00182.	Records Management Database Contains information on disposition schedules, records series, tracking of essential records listings and RO notifications and information.	-	After superseded or obsolete.
00183.	Records Management Working Records These are working records for any records management-related documents that require approval. Some of these records will be retained in the RM Database. Including, but not limited to, Guidance, Imaging Requests, Pre-Disposition Reports, Retention Schedules, Single Requests, Standards / Minimum Standards.	25	After calendar year request approved, cancelled or abandoned.
00184.	Records Officer Designation Forms These are the official RO Designation Forms submitted by State and Local Agencies, and received by the LAPR.	5	After superseded or obsolete.

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00185.	Records Storage and Disposition Database (O'Neil System) – "Destroyed" Entries These records are identified and verified by the pre-disposition forms once they are signed by the agencies.	50	After records destroyed.
00186.	Records Storage and Disposition Database (O'Neil System) – Agency Accounts	-	After account deactivated.
00187.	Records Storage and Disposition Database (O'Neil System) – Records Series Codes	-	After all boxes stored at the records center warehouse, under the records series code, have been destroyed or permed out.
00188.	Reference Request Forms	3	After calendar year created.
00189.	Research Registration Forms	10	After calendar year created.
00190.	Shelf List Records	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> .
00191.	Temperature and Humidity Charts – Documenting Range in Compliance With Standards for Permanent Records These records document the microfilm storage vaults in the ARM buildings.	10	After calendar year created.
00192.	Temperature and Humidity Charts – Documenting Range Is Not in Compliance With Standards for Permanent Records These records document the	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> .

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	microfilm storage vaults in the ARM buildings.		
00193.	Warehouse Data Entry Records Includes completed Transfer Manifest Forms / Boxed Records Data Forms received by the Records Management Center.	25	After calendar year entered.
00194.	Warehouse Audit and Inventory Records Including container history printouts of data on boxes purged from the tracking system database.	5	After calendar year completed.
00195.	Warehouse Working Records Including, but not limited to, retrieval requests and signed receipts.	2	After calendar year created or received.
00196.	<i>Library, Archives and Public Records - Arizona Capitol Museum</i> Appraisal Records These records document monetary value appraisals of Museum artifacts. Including objects and valuation reports, reference materials used by private parties.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00197.	Collection and Artifact Acquisition and Exchange Records Including, but not limited to, log listing the date of acquisition, acquisition / accession numbers assigned, brief descriptions of artifacts, donors' names(s),	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.

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	addresses, telephone numbers; valuations, cataloging worksheets, identification and provenance of artifacts or collections, deed of gift listing transfer of legal ownership or custody of artifacts or collections, descriptions and conditions, declarations as lawful owners of the property, and signatures and dates of transfer; object file cards showing each acquired item arranged by nomenclature, and any permits required for legal documentation.		
00198.	Collection or Artifact Loan Records Including, but not limited to, signed and legally binding agreements for incoming and outgoing loans between the Museum and other institutions or individuals, receipts for loans and return of materials to the legal holder.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00199.	Collections Control Records Including, but not limited to, accession sheets, archives transmittal lists, accession reports, computer cataloging records, catalogs of holdings, reference guides and finding aids, requests for permission to publish or reproduce images, collection inquiries, and budget and purchasing records.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.

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00200.	Deaccession Records Including, but not limited to, transfer forms to transfer ownership / custody of materials held with the museum collections to other institutions or individuals, deaccessioning records listing the artifact by acquisition numbers and description, names of persons making deaccession recommendation and dates, reasons for deaccession, documentation of legal searches of donor records to establish that the museum is not precluded from deaccessioning and establishing whether original donor(s) are still living, appraised values, signatures of approval for deaccessioning and dates, and deaccessioning and weeding lists.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00201.	Exhibit Records - Historical Includes exhibit descriptions or scripts, exhibit renderings and layout diagrams, photographs of exhibits, list of artifacts or items considered for inclusion, and publicity or advertisements.	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00202.	Exhibit Records – Non Historical Including, but not limited to, research materials concerning cultural environmental setting surrounding artifacts, bibliographies, artifact labels, exhibit scheduling and transport information, contracts and agreements, evaluation forms, condition forms, and exhibit assembly and presentation	15	After calendar year created or received.

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00203.	<p>instructions.</p> <p>Friends Records Records documenting efforts of special interest support groups to establish relationships with community agencies, individuals businesses and groups to gain their assistance with the development and coordination of institution programs.</p> <p>Including, but not limited to, establishing records, bylaws, reports, and brochures, newsletters or publications.</p>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00204.	<p>Patron, Visitor and Tour Records Includes weekly visitor statistics, sign-in records, patron logs, guest books, and public tour records.</p>	5	After calendar year created.
00205.	<p>Reference Request Records Records documenting scholarly requests for information about or access to items within the museum's collections.</p> <p>Including, but not limited to, collection service request documentation forms, nature / explanation of the request, use / purpose of the request, dates of receipt and completion, staff member handling , amount of time spent on handling.</p>	5	After calendar year created or received.

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00206.	<i>Library, Archives and Public Records - Arizona Talking Book Library</i> Application Records for Talking Book Service – Hardcopy	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
00207.	Application Records for Talking Book Service – Digital These digital records are maintained in the Keystone Library Automated System (KLAS), and include patron activity.	-	After superseded or obsolete.
00208.	Collection Records	2	After calendar year created or received.
00209.	Donation Records Includes receipts and acknowledgement letters.	5	After fiscal year created or received.
00210.	Mailing Card Records Includes patron names, addresses, phone numbers and daily requests.	-	After information is processed. Confidential per ARS §41-151.22.
00211.	Patron Borrowing Records	-	After federal fiscal year patron becomes inactive. Confidential per ARS §41-151.22.
00212.	Recorded Books These are books that are recorded by ATBL staff and / or volunteers.	-	After superseded or obsolete.

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00213.	Library, Archives and Public Records - Director's Office Newspaper Project Records – Database of Newspaper Holdings Statewide	-	After superseded or obsolete.
00214.	Library, Archives and Public Records - Library Development County / Municipal / Special District Library Records Including reports, meeting notes and correspondence.	5	After calendar year created or received. ARS § 11-910
00215.	Grant Records - Library, Services and Construction Act (LSCA) Records Including, but not limited to, construction records; administrative, financial, and programmatic records; construction inspection reports, progress reports, construction contracts, site surveys, and warranties / guarantees.	30	After calendar year awarded.
00216.	Grant Records - Library Services and Technology Act (LSTA), and States Grant In Aid (SGIA) Records. Including, but not limited to, administrative, contracts, financial, and programmatic records.	15	After calendar year final expenditure report submitted.
00217.	Library Development Historical Records These records meet the definition / description of the "Permanent and Historical Records" statement on the LAPR website: http://azlibrary.gov/arm/guidance-	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.

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	<u>standards-and-statutes</u>		
00218.	Library, Archives and Public Records - State Library of Arizona Branch Acquisition Order Receiving Records These records document the acquisition of materials for all State Library collections.	10	After fiscal year created or received.
00219.	Circulation Records	3 months	After material returned to Library. Confidential per ARS § 41-151.22.
00220.	E-Rate Records	10	After fiscal year created.
00221.	Interlibrary Loan Request Records These records are for items / materials where the LAPR is either the borrower or lender.	3	After item returned.
00222.	State Documents / Publications These documents / publications are produced by state agencies and then submitted to the State Documents section of the State Library of Arizona. These documents / publications include, but are not limited to, audits, brochures, budgets, capital improvement plans, comprehensive plans, newsletters, pamphlets, transportation studies and other published reports.	Permanent	Retain per Arizona Standards for Permanent Records ARS §41-151.08.

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00223.	Public Services Certified Original Rules and Regulations	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.
00224.	Original Engrossed Bills (Passed)	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.

Supersedes schedule #02-09-54, signed November 29, 2009; *Archives Division*, signed July 29, 2009; #99-11-51, signed August 30, 2011; *Braille and Talking Book Library*, signed February 14, 2007; #99-07-207, signed November 07, 2007; *Director's Office - Director / Deputy Director*, signed July 20, 1999; *Director's Office - Mac Center*, signed May 20, 1999; #99-07-171, signed August 20, 2008; #99-07-170, signed August 20, 2008; #99-07-169, signed August 20, 2008; *Library Development Division*, signed November 05, 2004; and *Museum Division*, signed February 21, 1995.

Disposition Schedule for

Arizona Secretary of State - All Divisions

AXB00-00000

Record Series	RS Code	Old Schedule Code	Time in Office (yrs.)	Time in Records Center (yrs.)	Total Retention (yrs.)	Cut-off	Retention Schedule Code
Notary Records	00116	376	0	5	5	After date of last entry	CS 1003, Item 00116
Charities	00110	377	0	5	5	After date filed	CS 1003, Item 00110
Campaign Finance Records (State) - Candidate	00126	515	0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	CS 1003, Item 00126
Campaign Finance Records (State) - Financial	00127	516	0	10	10	After filed	CS 1003, Item 00127

AXB0 - 0000 (AZ Secretary of State - All Divisions)

Disposition Schedule for

Arizona Secretary of State - All Divisions

AXB00-00000

Record Series	RS Code	Old Schedule Code	Time in Office (yrs.)	Time in Records Center (yrs.)	Total Retention (yrs.)	Cut-off	Retention Schedule Code
Campaign Finance Records (State) - Political Action Committees, Other Than Candidates	00128	517	0	25	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	CS 1003, Item 00128
Candidate Activity Records	00131	518	0	8	8	After date of election	CS 1003, Item 00131
Canvass of Elections	519		0	25	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	000-12-65, Item 8

AXB0 - 0000 (AZ Secretary of State - All Divisions)

Disposition Schedule for

Arizona Secretary of State - All Divisions

AXB00-00000

Record Series	RS Code	Old Schedule Code	Time in Office (yrs.)	Time in Records Center (yrs.)	Total Retention (yrs.)	Cut-off	Retention Schedule Code
Clean Election Lobbyist Fee Records	00132	520	0	5	5	After date of election	CS 1003, Item 00132
Election Activity Records - Non Historical	00134	521	0	6	6	After date of election or after all legal issues have been resolved, whichever is later	CS 1003, Item 00134
Initiative / Referendum / Recall Records - Historical Records	00138	522	0	25	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	CS 1003, Item 00138
Initiative / Referendum / Recall Records - Non Historical	00139	523	0	6	6	After date of election	CS 1003, Item 00139

AXB0 - 0000 (AZ Secretary of State - All Divisions)

Disposition Schedule for

Arizona Secretary of State - All Divisions

AXB00-000000

Record Series	RS Code	Old Schedule Code	Time in Office (yrs.)	Time in Records Center (yrs.)	Total Retention (yrs.)	Cut-off	Retention Schedule Code
Lobbyist Records	00140	524	0	5	5	After filed	CS 1003, Item 00140
National Voter Registration Act (NVRA) Declinations / Batch	00141	525	0	2	2	After date received	CS 1003, Item 00141
New Party Recognition Records	00142	526	0	5	5	After filed	CS 1003, Item 00142
Nomination Records	00143	527	0	6	6	After date of election	CS 1003, Item 00143
Principal and Public Body Records	00144	528	0	5	5	After filed	CS 1003, Item 00144
Qualifying Contribution Records - State Candidates	00145	529	0	8	8	After calendar year of election	CS 1003, Item 00145

Disposition Schedule for

Arizona Secretary of State - All Divisions

AXB00-00000

Record Series	RS Code	Old Schedule Code	Time in Office (yrs.)	Time in Records Center (yrs.)	Total Retention (yrs.)	Cut-off	Retention Schedule Code
Qualifying Contribution Records - Legislative Candidates	00146	530	0	6	6	After calendar year of election	CS 1003, Item 00146
Voter Registration Statistics Records	00151	531	0	6	6	After date of election	CS 1003, Item 00151
Cumulative Independent Expenditure Notification Forms	ELE-4		0	3	3	After date of election	000-12-65, Item 3
Accounting Working Records	532	532	0	20	20	After federal fiscal year LSTA cycle completed	CS 1003, Item 00153
Capital Asset Records, All Other Records	10067	533	0	3	3	After fiscal year of disposal of property but not less than 6 years after property acquired	GS 1017, Item 10067
Claim Records	534		0	20	20	After federal fiscal year LSTA cycle completed	CS 1003, Item 00156

AXB0 - 0000 (AZ Secretary of State - All Divisions)

Disposition Schedule for

Arizona Secretary of State - All Divisions

AXB00-00000

Record Series	RS Code	Old Schedule Code	Time in Office (yrs.)	Time in Records Center (yrs.)	Total Retention (yrs.)	Cut-off	Retention Schedule Code
1099 Reports (to IRS)	10076	535	0	5	5	After fiscal year contributions were due or paid	GS 1017, Item 10076
Accounts Payable and Receivable Records - State Agencies	00153	FIN-3A	0	20	20	After federal fiscal year LSTA cycle completed	CS 1003, Item 00153
Payroll Records	00157	FIN-6	0	20	20	After federal fiscal year LSTA cycle completed	CS 1003, Item 00153
Employee Personnel Records (Including Promotion Records)	LAPR-6C1	007425	0	5	5	After employee terminated or term of office ended	GS 1006, Item 12
Hiring, Interview, and Selection Records	LAPR-6E		0	2.5	2.5	After position filled	GS 1006, Item 23
Contracts and Grant Records	00156		0	20	20	After federal fiscal year LSTA cycle completed	CS 1003, Item 00156

Disposition Schedule for

Arizona Secretary of State - All Divisions

AXB00-00000

Record Series	RS Code	Old Schedule Code	Time in Office (yrs.)	Time in Records Center (yrs.)	Total Retention (yrs.)	Cut-off	Retention Schedule Code
Proposals (OCLC, etc.)	001376		0	20	20	After federal fiscal year LSTA cycle completed	CS 1003, Item 00156
Library Development Historical Records	00217	389825; 093225; 041772	0	25	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.	CS 1003, Item 00217
Economic Development Information Center (EDIC) Records	002363	002363	0	10	10	After calendar year record created	No longer being created - AVT-LED

AXB0 - 0000 (AZ Secretary of State - All Divisions)

Disposition Schedule for

Arizona Secretary of State - All Divisions

AXB00-00000

Record Series	RS Code	Old Schedule Code	Time in Office (yrs.)	Time in Records Center (yrs.)	Total Retention (yrs.)	Cut-off	Retention Schedule Code
Grant Records - Library Services and Construction Act (LSCA) Records	00215	071586	0	30	30	After calendar year awarded	CS 1003, Item 00215
Grant Records - Library Services and Technology Act (LSTA) and States Grant In Aid (SGIA) Records	00216	745586; 741786	0	20	20	After calendar year final expenditure report submitted	CS 1003, Item 00216
Newspaper Project Records	177		0	20	20	After federal fiscal year LSTA cycle completed	CS 1003, Item 00156
Exhibit Records - Non Historical	00202	509825	0	15	15	After calendar year created or received	CS 1003, Item 00202

AXB0 - 0000 (AZ Secretary of State - All Divisions)

Disposition Schedule for

Arizona Secretary of State - All Divisions

AXB00-000000

Record Series	RS Code	Old Schedule Code	Time in Office (yrs.)	Time in Records Center (yrs.)	Total Retention (yrs.)	Cut-off	Retention Schedule Code
Records Management Working Records	00183	753	0	25	25	After calendar year request approved, canceled or abandoned	CS 1003, Item 00183
Preservation Imaging Project Records	00181	754	0	10	10	After project completed	CS 1003, Item 00181
Warehouse Data Entry Records	00193	755	0	25	25	After calendar year entered	CS 1003, Item 00193
Warehouse Audit and Inventory Records	00194	759	0	5	5	After calendar year completed	CS 1003, Item 00194
Warehouse Working Records	00195	756	0	2	2	After calendar year created or received	CS 1003, Item 00195