

# STATE OF ARIZONA

## RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives and Public Records  
**RECORDS MANAGEMENT DIVISION**  
 1919 West Jefferson Street  
 Phoenix, Arizona 85009  
 Phone: (602) 542-3741 - FAX (602) 542-3890

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State Agency Password: <b>AXN-CLERK</b>	Political Subdivision:	Agency Name <b>Arizona State House of Representatives</b>
Org. Unit / Division:	Office	Phone: <b>542-3032</b>
Address: <b>1700 West Washington, House Wing</b>		City: <b>Phoenix</b>
		State: <b>AZ</b> ZIP: <b>85007</b>
Submitted By (Name): <b>Norman Moore</b>	Title: <b>Chief Clerk</b>	Signature <b>X</b>

Pursuant to A.R.S. § 41-1351, the following records retention periods are finite and absolute. They are *not* minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.

No.	RECORDS SERIES	R. S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	

<b>COMMITTEE/HOUSE FILES</b>						
1.	<b>Committee Minutes</b>					
a.	Source Documents	-	-	-		After film inspected.
b.	Microfilm	Perm	*	Perm		*Security masters stored in RMC vault. Diazo copies to State Law Library, NAU Library, ASU Law Library & U of A Law Library.
<b>HOUSE BILL FILES</b>						
2.	<b>House Bill Files</b>					
a.	Source Documents	-	-	-		After film inspected.
b.	Microfilm	Perm	*	Perm		*Security masters stored in RMC vault. Diazo copies to State Law Library, NAU Library, ASU Law Library & U of A Law Library.
<b>CHIEF CLERK</b>						
3.	Annual budget, approved and appropriated (agency copies)	3	-	3		Contact: Norman Moore, 2-3032 After fiscal year concerned
4.	Agency budget request including work papers (agency copies)	3	-	3		After fiscal year submitted
5.	Appointment Calendars	1	-	1		After calendar year prepared.
6.	Audit reports (agency copies)	5	-	5		After audit completed.
7.	Certificates of Records Destruction (agency copies)	2	-	2		After fiscal year records destroyed (Original/official copy at DLAPR).
<b>E-MAIL</b>						
a.	Messages which fall within the definition of records in ARS, § 41-1350. (retained on servers or individual computers)	-	-	-		Retain for same period as other formats of the same record series.
b.	Routine Non-record Communications	-	-	-		After action completed or informational value served. Retain maximum of 90 days.
c.	System Backups	2 wks	-	2 wks		After run date.

Approved by: Director, Department of Library, Archives and Public Records <small>RMC 2 RB/94</small>	Approval Date: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">JAN 21 1999</div>
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STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name:  
House of Representatives, General Schedule

Password:  
AXN-CLK

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No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
9.	Employee Personnel Files		5	-	5	After termination. ARS § 38-233
10	Expense accounting records including requisitions, purchase orders, receiving documents, claims, etc. (agency copies)		1	-	1	After fiscal year created or received
11.	General Correspondence (not relating to a specific case or project)		2	-	2	After fiscal year prepared or received.
12.	Grant Records		5	-	5	After final expenditure report submitted, or longer if specified by sponsoring agency.
13.	Intergovernmental Agreements (IGAs)		3	-	3	After canceled, suspended or expired.
14.	Interview, Selection, Hiring, Search & Promotion Files (including applications, notes, board scores, test results, etc.)		2	-	2	After position filled. 29 CFR 1602.31
15.	Logs (including sign-in sheets, etc.)		1	-	1	After last entry.
16.	Office Internal Administration Records (including work schedules, office assignments, work procedures, etc.)		1	-	1	After fiscal year prepared.
17.	Performance Evaluations		-	-	-	File in employee personnel files.
18.	Office Internal Administration Records (including work schedules, office assignments, work procedures, etc.)		1	-	1	After fiscal year prepared.
19.	Progress and Activity Reports		2	-	2	After fiscal year prepared
20.	Purchasing/Financial Records		3	-	3	After fiscal year prepared.
21.	Records retention and disposition schedules (agency copies)		1	-	1	After revised (Original/official copy at DLAPR).
22.	Reference materials including duplicate files or documents, periodicals, catalogs, published reports, etc. (non-records)		-	-	-	After informational value has been served or a maximum of 3 years
23.	Requests for imaging/microform utilization (approved by DLAPR)		1	-	1	After renewed or application terminated
24.	Staff Meeting Minutes, Agendas, etc. (other than committee records)		2	-	2	After fiscal year prepared.
25.	Telephone Logs/Message Books		3 mo	-	3 mo	After month prepared.
26.	Time Sheets		3	-	3	After fiscal year prepared.

Approved by:

*Gladys Ann Bell*  
Director, Department of Library, Archives and Public Records

Approval Date:

JAN 21 1999

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name: House of Representatives, General Schedule Password: AXN-CLK PAGE 3 OF 3

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			Off.	R.C.	Total	
27.	Transitory Files (informational materials which do not require action and lack documentary or reference value)		3 mo	-	3 mo	After received.
28.	Working documents including notes, drafts, feeder reports, etc. used in the development of final or summary records (paper and/or electronic media)		-	-	-	After completion of the final record
	<del>RESEARCH, password AXN-RES</del>					<del>Superseded 11/15/2002 CONTACT: Elizabeth Hatch, 2-4649</del>
29.	Research Files (background research for pending House legislation)	159625	-	10	10	After transfer to RMC.

Approved by: *Gary A. Wells* Approval Date: JAN 21 1999  
 Director, Department of Library, Archives and Public Records  
 RMC-3 R8/94