

# 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>AVR-ADM</b>	Political Subdivision:	Agency Name <b>Legislative Council</b>
Org. Unit /Division:	Office	Phone: <b>542-4236</b>
Address: <b>1700 West Washington, Ste 100-Legislative Svcs</b>		City: <b>Phoenix</b>
Submitted By (Name): <b>Michael E. Braun</b>		State / ZIP: <b>AZ / 85007</b>
Title: <b>Executive Director</b>		Signature: <b>X</b>

No.	RECORDS SERIES	R. S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
	<b><u>ADMINISTRATION</u></b>					<b><u>Password: AVR-ADM</u></b>
1.	Bill Files					
a.	Source Documents		-	-	-	After film verified.
b.	Microfilm		20	*	20	After calendar year of committee action. Copy to Archives. *Security masters stored in RMC vault.
2.	Committee Files	001225	2	18	20	After calendar year created. Contact Leg Council before destruction.
	<b><u>LEGISLATIVE COMPUTER SERVICES</u></b>					<b><u>CONTACT: Steve West, 542-7441</u></b>
3.	Redistricting Tapes (1970-1990)		-	5	5	After transfer date. Return for copying, cleaning, adjusting tension, etc.
4.	System Backups		-	-	-	Stored in RMC vault for security. Rotate weekly.
5.	System Tapes		-	3	3	After month stored.
6.	Monthly Backups		-	-	-	Stored in RMC vault for security. Backups will be called back as required, but retained maximum of five years.
	<b><u>SPECIAL STUDIES</u></b>					<b><u>Password: AVR-SPECL</u></b>
7.	Fiscal 2000 Study	729854	-	5	5	After transferred. Contact Legislative Council before destruction.
						<b>Supersedes schedule dated: 5-28-96</b>

Approved by: Director, Department of Library, Archives and Public Records	Approval Date: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">APR 29 1997</div>
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