

Arizona State Library, Archives and Public Records

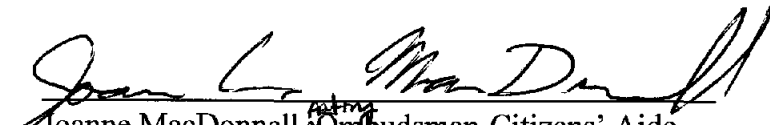
Records Retention Schedule for the Legislative Council Ombudsman – Citizens' Aide

Schedule Number: 999-12-8

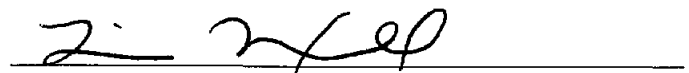
Authorization and Approval

Pursuant to ARS §41-151.12, 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 request a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. **Public records, including electronic records not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.**

Approval Recommended


Joanne MacDonnell, Ombudsman-Citizens' Aide
Legislative Council

Approved

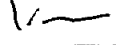

Lisa Maxwell, Director
Records Management Division
Arizona State Library, Archives and Public Records

Date Approved: February 16, 2012

**Records Retention Schedule for
Legislative Council
Ombudsman – Citizens' Aide**

| <u>Item #</u> | <u>Records Series</u> | <u>Retention (Yrs.)</u> | <u>Start of Retention</u> |
|---------------|---|-------------------------|---|
| 1. | Office Administration Records (These records are common to almost every office in State government. The records covered by this records series relate to the office organization, staffing, procedures, and communications. They do not serve as unique documentation of the programs or functions of the office, nor demonstrate government accountability, and are of a routine nature that are used to further activity. These records include appointment calendars, drafts and working documents, general correspondence, logs, office assignments, progress/activity reports, transitory materials, work procedures and work schedules | 3 | After created or received or when administrative value has been served, whichever comes first |
| 2. | Budget Records and Reports | 3 | After fiscal year received |
| 3. | Complaint Case Records (including complaints, grievances, correspondence, supporting documentation and other related records) a. Sample cases (more important reports used for reference) b. All others | - 6 | After reference value has been served, whichever is later After calendar year case opened |

Supersedes schedule dated January 13, 2012

Lisa Maxwell, Director 
Records Management Division
Arizona State Library, Archives and Public Records

Disposition Schedule for Passcode AVR -- OMB

Legislative Council

Ombudsman - Citizens' Aide

| <i>Record Series</i> | <i>New RS Code</i> | <i>Old RS Code</i> | <i>Time in Office (yrs.)</i> | <i>Time in Records Center (yrs.)</i> | <i>Total Retention (yrs.)</i> | <i>Cut-off</i> | <i>Retention Schedule Code</i> |
|---|---------------------------|---------------------------|-------------------------------------|---|--------------------------------------|---------------------------------|---------------------------------------|
| Budget Records and Reports | 201 | 219754 | 2 | 1 | 3 | After fiscal year received | 999-12-8, Item 2 |
| Complaint Case Records - Source Records | 202 | 169525 | 3 | 3 | 6 | After calendar year case opened | 999-12-8, Item 3 |