



Permanent and Historical Records

The Inherent Value of Government Records

The records maintained by Arizona's state and local governments are among the most valuable resources in their care. They are essential for the conduct of ongoing operations and the official documentation of legally binding decisions and actions of the government. Records allow the public to understand civic issues and they are the community's memory.

Records are preserved because:

- Officials use them to administer and monitor government operations
- Records document the conduct of public business
- Records ensure and measure government accountability
- Records contain information that is used by researchers from within and from outside government
- Historians and other researchers use government records for information on individuals, groups and the community, on the development of the government and its operations, and on the life of the community itself

Permanent Record

Permanent records are records that have enduring, historical or research value that are retained permanently in an office or in the Arizona State Archives after a period of active use. Records are considered permanent if they have enduring administrative, fiscal or legal value to government or if they possess significant secondary research value beyond those for which they were created. Permanent Records are also known as Historically Significant, Historical or Archival Records.

Whenever and wherever the Arizona State Library, Archives and Public Records (LAPR) refer to **Permanent Records**, the following are explicitly included:

- 1) Permanent Records are any records in which the retention period is listed as "**Permanent**" on an approved Retention Schedule (General or Custom), or deemed historical records. Any and all Permanent Records shall be strictly processed, retained, maintained and preserved per the Arizona *Standards for Permanent Records*, located at the following link:
https://azlibrary.gov/sites/default/files/arm-standard-for-permanent-records_april_23_2013_signed.pdf.
- 2) Any public body, or their vendor, that processes, retains, maintains and preserves their own Permanent Records, must strictly follow the Arizona *Standards for Permanent Records*. **There are no exceptions.**

Polly Rosenbaum History and Archives Building

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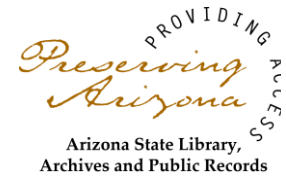
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ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE

Ted Hale, Director, State Archives & Records Management



ARCHIVES AND RECORDS MANAGEMENT

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Historical Records

Sometimes a record series may not have a permanent retention period, but some records within that series may become permanent records when they are impacted by local or national events or issues. These records become historical when they:

- Document a controversial issue
- Document a program, project, event or issue that results in a significant change affecting the local community, city, county or state
- Document a program, project, event or issue that involves prominent people, places or events
- Document a program, project, event or issue that resulted in media attention locally, statewide or nationally

Examples of historical records may include the following:

- 1) Evolving core values, duties or missions of a state or local agency. Examples include changes within the Child Protective Services Division evolving into a new agency, or the Medical Marijuana program beginning and impacting local law enforcement and regulatory agencies.
- 2) Current or recent issues and events. Any of these may become controversial topics and/or topics of interest. You will recognize many of these issues, especially if you suddenly get a large number of letters, calls or e-mails expressing a concern in opposition or support of an issue. Some examples include Government Employee Retirement Plans and Stadium issues, but may also include some of the following subjects:

- Abortion
- Alternative fuels
- Environmental issues
- Fiscal concerns
- Forests, wildfires and forest management
- Gambling and casinos
- Gas prices
- Gay rights
- Gun control
- Freeways or highways
- Illegal immigration
- Important landmarks
- Land and development issues
- Legalization of drugs
- Legislation (involving your Office or public body)
- Protests
- Terrorism or terrorists
- Water issues
- Welfare issues (for or against)

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