

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)	
)	
RECORD RETENTION SCHEDULE)	Administrative Order
FOR USE BY THE ADMINISTRATIVE)	No. <u>2010 - 114</u>
OFFICE OF THE COURTS, OFFICE OF)	(Repealing and Replacing
THE CHIEF JUSTICE, AND SUPREME)	Administrative Order
COURT STAFF ATTORNEYS)	No. <u>99-81</u>)
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In accordance with Rule 29, Rules of the Supreme Court, the Supreme Court shall adopt, by administrative order, retention and disposition schedules identifying the length of time court records must be kept prior to destruction.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the attached records retention and disposition schedule is approved and shall be used by the Administrative Office of the Courts, Office of the Chief Justice, and Supreme Court Staff Attorneys pursuant to Rule 29, Rules of the Supreme Court.

IT IS FURTHER ORDERED that Administrative Order No. 99-81, entered on December 29, 1999, is repealed and replaced by the attached schedule.

Dated this 10th day of November, 2010.

REBECCA WHITE BERCH
Chief Justice

**Arizona Supreme Court
Record Retention and Disposition Schedule
for use by the
Administrative Office of the Courts, Office of the Chief Justice
and Supreme Court Staff Attorneys**

A. Definitions

“Historically Significant” means a record concerning a unique or controversial issue, prominent party, or other high profile or newsworthy aspects.

“Records” means any documentary materials, regardless of physical form or characteristic, such as electronic records, email, and information or images maintained in database or electronic document repository.

“Reference Value” means the value a record may serve in providing historical, legal, financial, legislative, or other background on an issue such as history of an on-going program; receipt of notice; or facts and opinions underlying a purchase or policy decision.

“Retention Period” means the period of time during which records must be kept before they may be disposed of, usually a period of years and sometimes contingent upon an event.

B. Transfer to State Archives. The administrative director shall transfer records assigned a permanent retention period to the Director of the Arizona State Library Archives and Public Records (ASLAPR) on an agreed schedule, in recognition of A.R.S. § 41-1347.

C. Retention and Disposition Schedule. The administrative director, office of the chief justice, and supreme court staff attorneys shall retain and dispose of the records maintained by their respective offices according to the following schedule:

GENERAL SCHEDULE		
Applicable to all AOC Divisions and Staff Attorneys		
Record Category	Retention Period	Remarks
A. Accounting/Finance Records		
• Contracts (copies)	-	Discard after reference value has been served
• Purchase Requisitions (copies)	-	Discard after reference value has been served
• WETR/Payroll Records (copies)	-	Discard after reference value has been served
• Grants awarded to AOC (copies)	-	Discard after reference value has been served
• RFP's/RFI's (copies)	-	Discard after reference value has been served
• Vendor Quotes (those not sent to Finance)	-	After fiscal year created or received
• Internal Annual Budget Proposal Materials	-	Discard after reference value has been served
B. Administrative/Management Records		
• Annual Reports Required by Statute	10 Years	After year reported
• Division Monthly Reports	3 Years	After calendar year prepared
• General Correspondence (regarding issues of limited scope, routine, non-controversial, or pre-decisional in nature)	-	Discard after reference value served but not more than 3 years after created or received
• Executive Correspondence (sent or received by the administrative director, deputy director, or a delegatee regarding issues that are controversial or otherwise non-routine and historically significant in nature)	Permanent	
• Staff Meeting Minutes	-	Discard after reference value served but not more than 3 years after created
• Record Transfer to Records Center	-	Discard after reference value served
• Public Record Requests and Responses	-	Discard after reference value served but not more than 3 years after created or received
• Logs (phone, visitor, etc.)	-	Discard when reference value has been served

GENERAL SCHEDULE		
Applicable to all AOC Divisions and Staff Attorneys		
Record Category	Retention Period	Remarks
C. Human Resource/Personnel Records		
<ul style="list-style-type: none"> • Supervisor File Materials (performance appraisals, attendance issues, commendations, etc.) 	-	Supervisors to retain for reference value but not more than 2 years; send to HR for purging when employment is terminated. Send interview materials to HR after hiring decision made.
<ul style="list-style-type: none"> • Supervisor’s Report of Industrial Injury 	-	Retain supervisor copies until forms booklet is filled, then send to HR
<ul style="list-style-type: none"> • COJET Compliance Reports (copies) 	-	Discard after reference value served, originals kept by HR
D. Standing Boards, Committees, Commissions, including Nominating Commissions		
<ul style="list-style-type: none"> • Minutes, Agendas 	Permanent	
<ul style="list-style-type: none"> • Meeting Materials (handouts) 	10 Years	After fiscal year created or received
<ul style="list-style-type: none"> • Executive Session Minutes 	10 Years	After approved
<ul style="list-style-type: none"> • Verbatim Recordings of Meetings 	3 Months	After minutes are approved
<ul style="list-style-type: none"> • Final Reports generated by a Standing Committee, Board or Commission 	Permanent	
<ul style="list-style-type: none"> • Member Appointment Materials 	3 Years	After member’s term expires
<ul style="list-style-type: none"> • Member Training/Orientation Materials 	3 Years	After superseded or obsolete
E. Ad Hoc Supreme Court Appointed Committees/Task Forces/Advisory Committees		
<ul style="list-style-type: none"> • Minutes and Agendas 	10 Years	After fiscal year created
<ul style="list-style-type: none"> • Meeting Materials 	3 Years	After fiscal year created or received
<ul style="list-style-type: none"> • Verbatim Recordings of Meetings 	3 Months	After meeting minutes are approved
<ul style="list-style-type: none"> • Ad Hoc Committee-Generated Final Reports 	Permanent	
<ul style="list-style-type: none"> • Informal Workgroup Work Product (reports/recommendations presented to other committees or the supreme court) 	10 Years	After fiscal year created

GENERAL SCHEDULE		
Applicable to all AOC Divisions and Staff Attorneys		
Record Category	Retention Period	Remarks
F. Miscellaneous Records		
• Operational Reviews	Permanent	
• Auditors' Working Papers	3 Years	After final operational review report is completed
• Working Records (notes, drafts, feeder reports, public comments received on ACJA proposals, and related records used in drafting final or summary records)	-	Discard after reference value served but not more than 3 years after final records created
• Official Policy Announcements - regarding: • A policy not already formalized in a statute, rule, code section, or administrative order or directive; or • Interpretation of such a policy; or • Direction on how a policy is to be implemented locally or statewide	Permanent	
G. E-Mail and Electronic Communication Records		
		Sender or receiver identification must be explicit
• General Correspondence (including public record requests and other letters, memos and other related records not related to a specific project or case and not executive correspondence)	-	Discard after reference value served but no more than 3 years after created or received
• Transitory Materials (including records of limited reference value, letters of transmittal, informational bulletins, and related records)	-	Discard after reference value served but no more than 3 years after created or received
• Working Records (including notes, drafts, feeder reports and other related records used in developing final or summary records)	-	Discard after reference value served but no more than 3 years after final records created
• Office Internal Administration Records (including non-policy procedures/manuals, office assignments, work schedules and other related records)	-	Discard after reference value served but no more than 3 years after superseded or discontinued
• All Others	-	Retain for the same period as required

GENERAL SCHEDULE		
Applicable to all AOC Divisions and Staff Attorneys		
Record Category	Retention Period	Remarks
		for other formats of the same record category

ADMINISTRATIVE SERVICES DIVISION		
Record Category	Retention Period	Remarks
I. FACILITIES		
I.A. Building/Facilities Files		
<ul style="list-style-type: none"> As-Built Plans, Specifications, Equipment Instruction Booklets and Warranties, Construction Manuals and Building Project Files (punch lists, build-out files) 	-	As long as building or equipment is in use
<ul style="list-style-type: none"> Burglar/Fire Alarm Records 	5 Years	
<ul style="list-style-type: none"> Maintenance Inspections 	10 Years	After fiscal year prepared or received
<ul style="list-style-type: none"> Accident & Injury Forms (workers comp-related incident reports) 	10 Years	After fiscal year prepared or received
<ul style="list-style-type: none"> Material Safety Data Sheets 	30 Years	After the related chemical product was last received by Facilities, 29 C.F.R. § 1910.1020
<ul style="list-style-type: none"> Print Shop Request Forms 	30 Days	After work completed
<ul style="list-style-type: none"> Cash Receipts Log 	5 Years	After fiscal year created or received
<ul style="list-style-type: none"> Property Loss Claims 	5 Years	After claim is resolved
<ul style="list-style-type: none"> Fingerprint Cards 	-	Discard after HR receives DPS report
II. FINANCE		
II.A. Accounting/Finance Records		
<ul style="list-style-type: none"> Vendor Payment Files (Invoices) Travel Claims and Purchase Requisitions 	5 Years	After fiscal year prepared
<ul style="list-style-type: none"> Juvenile Provider (Invoices) 	5 Years	After contract expiration
<ul style="list-style-type: none"> Contracts, RFP's, RFQ's, Funding Agreements, Interagency Agreements 	6 Years	After completion of contract
<ul style="list-style-type: none"> E-Verify Audit Records 	5 Years	After completion of contract A.R.S. § 41-4401
<ul style="list-style-type: none"> Federal Grants 	5 Years	After fiscal year, quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer
<ul style="list-style-type: none"> State Grants 	5 Years	After fiscal year, quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer
<ul style="list-style-type: none"> Legislative Budget Request 	3 Years	After fiscal year prepared
<ul style="list-style-type: none"> Budget Approval (loads, amendments) 	3 Years	After fiscal year prepared

ADMINISTRATIVE SERVICES DIVISION		
Record Category	Retention Period	Remarks
• Budget Load Instructions	3 Years	After fiscal year prepared
• Canceled Checks & Bank Reconciliations	3 Years	After fiscal year prepared
• Capital Asset Records	3 Years	After disposal of property/asset
• Warrant Registers	5 Years	After fiscal year prepared
• Quarterly Report of Submitted Matters/Judicial Certifications	4 Years	A.R.S. after fiscal year received, § 12-128.01(A)
• Payroll Records	4 Years	After fiscal year paid, RS 0006825
• Employee Time & Leave Records	4 Years	After fiscal year prepared
• Account Reconciliations	5 Years	After fiscal year prepared
• Cash Receipts	5 Years	After fiscal year prepared
• Accounts Receivable Records/Billings to Counties	5 Years	After fiscal year prepared
• Employee Tuition Refund Program Records	3 Years	After fiscal year refund issued
II.B. Administrative/Mgt. Records		
• Procurement (County Codes) (submitted to Finance if supreme court procurement code is not adopted)	1 Year	After fiscal year received
• Report of Judicial Branch Performance Measures (sent to Governor with budget request)	3 Years	After fiscal year created
III. HUMAN RESOURCES		
III.A. Administrative/Mgt. Records		
• Interview, Selection, Hiring & Promotion Records: a. Job announcements, applications, resumes, interview notes, and background checks, including criminal history records	2 Years	After recruitment closed; discard at end of the calendar year
b. Testing administration records, including lists of individuals scheduled for exam	1 Year	After calendar year of scheduled test date
• Unsolicited Applications	-	After reference value served but no more than 2 years after calendar year received
• Employee Personnel Files (including Benefits and	5 Years	After calendar year of termination

ADMINISTRATIVE SERVICES DIVISION		
Record Category	Retention Period	Remarks
Confidential Files)		
<ul style="list-style-type: none"> • Requests for Classification of New Positions or Reclassification of Existing Positions (including salary advancement records) 	3 Years	After calendar year request acted upon
<ul style="list-style-type: none"> • INS Forms I-9 	1 Year	After termination, but not less than 3 years after hired
<ul style="list-style-type: none"> • Occupational Safety and Health Forms (OSHA 300 log, OSHA 300A log, and Employers Reports of Injury as substitute for OSHA 301 form) 	5 Years	Following end of calendar year that the record covers
<ul style="list-style-type: none"> • Employee Medical and Exposure Records (including lists of hazardous materials exposed to, pre-employment physicals, results or exams, medical opinions, diagnoses, employee medical complaints and other related records) 	30 years	After calendar year of employee termination; OSHA-related regulations: 29 C.F.R. § 1910.1020(D)(1); Az Admin. Code § R20-5-602
<ul style="list-style-type: none"> • Family Medical Leave Act (FMLA) Records (including employee leave request forms, supporting documentation and other non-medical related records) 	3 Years	After calendar year created, received or leave expired, whichever is later
<ul style="list-style-type: none"> • Certification of Health-Care Provider forms 	6 Months	After calendar year employee terminated
<ul style="list-style-type: none"> • Americans with Disabilities (ADA) Records (including requests for accommodation) 	5 Years	After calendar year of completion of accommodation or case settled
<ul style="list-style-type: none"> • Worker's Compensation Files (Supervisor's Report of industrial injury) 	3 Years	After calendar year of termination
<ul style="list-style-type: none"> • Employee Complaints (internal, external, and EEOC complaints and investigation files) 	5 Years	After calendar year of resolution or closure of investigation
<ul style="list-style-type: none"> • Unemployment Claims and Appeals Records 	2 Years	After calendar year action taken
<ul style="list-style-type: none"> • AOC Organizational Charts (monthly), Annual Compensation Reports and Salary Schedules 	10 Years	After calendar year created
<ul style="list-style-type: none"> • Reduction-in-Force (RIF) Records 	5 Years	After calendar year RIF is implemented

ADMINISTRATIVE SERVICES DIVISION		
Record Category	Retention Period	Remarks
III.B. Training		
<ul style="list-style-type: none"> • COJET Training Records (class materials, sign-in sheets for classes accredited by HR, and employee compliance records) 	5 Years	After calendar year prepared, ACJA § 1-302
III.C. Nominating Commissions		
<ul style="list-style-type: none"> • Vacancy Files 	5 Years	After vacancy filled
<ul style="list-style-type: none"> • Applicant Files 	6 Months	After application deadline date, Rule 7, R. Proc. for Commissions on Appellate and Trial Court Appointments
III.D. Judicial Performance Review		
<ul style="list-style-type: none"> • Survey Data Sheets 	2 Years	After election of judges surveyed
IV. LEGAL SERVICES		
IV.A. Accounting/Finance Records		
<ul style="list-style-type: none"> • Purchase Requisitions (copies) 		Discard when reference value has been served
IV.B. Administrative/Mgt. Records		
<ul style="list-style-type: none"> • Staff Meeting Minutes (originals) 	1 Year	After meeting date
<ul style="list-style-type: none"> • Internal AOC Policies & Procedures (drafts) 	5 Years	After policy considered
<ul style="list-style-type: none"> • File Room Records Index 	Permanent	
<ul style="list-style-type: none"> • Training Materials for classes presented by Legal Services 		Until training revised
<ul style="list-style-type: none"> • Legal Services Initiated Contract Records and Invoices (copies) 	6 Years	After contract terminated
IV.C. Client Files		
<ul style="list-style-type: none"> • Internal and External Requests for Advice and Legal Services' Responses 	5 Years	No less than 5 years after written or received
<ul style="list-style-type: none"> • Grant-related documentation drafted by Legal Services 	6 Years	After fiscal year grant is fulfilled, cancelled or revoked
<ul style="list-style-type: none"> • Forms (contract and ACJA-related forms) 		Until superseded

ADMINISTRATIVE SERVICES DIVISION		
Record Category	Retention Period	Remarks
• Contracts & Agreements Drafted by Legal Services for RFP's, Legal Services Contract Drafting Service, etc. (copies)	6 Years	After expired
• Court Rules Drafted by Legal Services	5 Years	After adopted or rejected
• Administrative Code Sections Drafted by Legal Services	-	Until replaced
• Administrative Orders Drafted by Legal Services	1 year	After adopted
• Rule 28 Petitions Drafted by Legal Services	5 Years	After disposition
• Employee Complaints & Investigations from AOC HR or Probation Offices	5 Years	After initiated
IV.D. Legal/Legislative		
• Litigation Files (copies of status reports & pleadings)	1 Year	After case is closed
• Claim Files (copies of § 12-821.01 claims sent to ADOA)	1 Year	After created
• EEOC Complaints (copies)	2 Years	After disposition
• Court Investigations	1 Year	After investigation terminated
• Legislative Materials (bills and related memos drafted by Legal)	1 Year	After end of session
• Subpoenas and Responses to Subpoenas	1 Year	After received or prepared

ADULT PROBATION SERVICES DIVISION		
Record Category	Retention Period	Remarks
A. Accounting/Finance Records		
• County Budget Files (funding agreements, addendums) (copies)	5 Years	After fiscal year prepared
B. Administrative/Mgt. Records		
• Project Related Correspondence	5 years	From date sent or received
• Annual Reports (statewide probation data)	5 Years	After prepared/compiled
• Reports Required by Legislation (e.g., DTEF Report Card, Safe Communities Act Report)	5 Years	After prepared/compiled
• Project-Related Research and Reports	5 Years	After prepared/compiled
• Incident Files	5 Years	After occurrence
• Training Conferences Materials (for conferences staffed by the division)	5 Years	After prepared/compiled
• Community Service Insurance Policy Files	5 Years	After prepared/compiled
• Inventory List of State ID Card/Badges	-	Discard records for badged officers when terminated
• Adult Probation Enterprise Tracking System Change Request Log	-	Discard log entries after underlying case is removed from the APETS case management system
C. Program Fund/Project Records (LEARN, Adult Intensive Probation, Adult State Aid Enhancement, Drug Enforcement, Community Punishment, Probation Services Fees, Drug Treatment & Education Fund, Transferred Youth (JPSF), Interstate Compact, Comprehensive Enforcement)	5 Years	After fiscal year prepared

CERTIFICATION AND LICENSING DIVISION		
Record Category	Retention Period	Remarks
A. Admissions (Admission of Attorneys to the Practice of Law)		Rule 37, Rules of the Supreme Court
• Applicant Files	7 Years	After calendar year of last activity or admission
• Applicant Files for Conditional Admittees (Character Report, MAP evaluations, Committee on Character & Fitness Findings of Fact and Conclusions of Law; Court Order)	50 Years	After calendar year of last activity or admission
• Applicant Hearing Transcripts - Admitted Applicants	30 Days	After appeal period expires
• Applicant Hearing Exhibits - Admitted Applicants	-	Return to party after appeal period expires
• Applicant Hearing Materials - Applicants not Admitted (including transcripts and exhibits)	7 Years	After calendar year of hearing
B. Disciplinary Clerk (Discipline of Attorneys)		Rules 46 - 58, Rules of the Supreme Court
• Formal Discipline Files (original and amended - complaints, answers, direct agreements, consent documents, joint memoranda and tender of admissions and agreement for discipline by consent, probable cause determinations, HO reports, DC reports, final orders/ presiding disciplinary judge's orders)	50 Years	After calendar year that discipline action is completed
• Formal Discipline Transcripts	30 Days	Discard after appeal period expires
• Formal Discipline Exhibits	-	Return to party after appeal period expires
C. Private Process Server Program		A.R.S. § 11-445(H); ACJA § 7-204(D)
• Complaints/Disciplinary Action Materials	50 Years	After calendar year received
D. Certification/Licensing Programs (Confidential Intermediary, Certified Reporters, Fiduciaries, Defensive Driving, and Legal Document Preparers)		A.R.S. § 8-134; A.R.S. Title 32, Chapter 40; A.R.S. § 14-5651; A.R.S. Title 28, Chapter 8, Article 7; ACJA § 7-208
• Certification/Licensing Files (applications, renewals)	5 Years	After calendar year certificate expires or date of last activity, ACJA § 7-

CERTIFICATION AND LICENSING DIVISION		
Record Category	Retention Period	Remarks
		201(E)(4)(b)
• Fingerprint Cards	-	Discard after FBI report received
• Criminal History Report for Certificate Holders	1 Year	After calendar year certificate is granted
• Criminal History Report for Applicants not Certified	1 Year	After calendar year applicant's appeal period expires or appeal is concluded
• Complaint Files (complaint, response, summary and analysis, probable cause order, notice of formal charges, and Board's final order)	50 Years	After calendar year Board's final order is issued
• Administrative Hearing Materials (hearing officer's recommendation and report and transcripts)	50 Years	After calendar year Board's final order is issued
• Exhibits, Notices of Appointment of Hearing Officer, Notice of Hearing Dates, Motions	1 Year	After calendar year appeal period expires or appeal is concluded
• Audit/Monitoring/Compliance Final Report	Permanent	
• Audit/Monitoring/Compliance Working Papers	1 Year	After corrective action detailed in the final report
• Finalization Records for Confidential Intermediaries	100 Years	After calendar year of the adoption order; A.R.S. §§ 8-116 & 8-121; ACJA §§ 7-203 & 3-402. Transfer to State Archives after retention period expires.
• Defensive Driving Offender Eligibility Records	30 Months	After date of violation, A.R.S. § 28-3392(B)
• Defensive Driving Remittance Forms and Reports	30 Months	After calendar year received
E. Miscellaneous Records – all Programs		
• Administrative Materials	7 Years	After fiscal year created or received
• Lists of current certificate holders and licensees	TBD	TBD
• Training Manuals/materials	3 Years	After discontinued or until superseded
• Examinations	3 Years	After last date administered or until superseded

COURT SERVICES DIVISION		
Record Category	Retention Period	Remarks
A. Administrative/Mgt. Records		
• Internal Division Surveys	1 Year	After fiscal year returned
• Research Compiled in Response to Public Records Requests	5 Years	After fiscal year created
• Unsuccessful Grant Applications Documentation (requests for federal, state, private entities, service contracts, etc.)	1 Year	After fiscal year in which notice of rejection received
• Expedited Processing Plans for Superior Court (submitted by superior court in each county for supreme court approval)	-	After fiscal year superseded, ACJA § 3-201
• Parent Education Program Plans (submitted by superior courts in each county for supreme court approval)	-	After fiscal year superseded, A.R.S. § 25-351(B); ACJA § 3-202
B. Accounting/Budget/Finance		
• Cash Receipts (copies)	-	Discard after reference value served
• Contracts (copies)	-	Discard after reference value served
• Court Services Cash-Flow Reports (copies)	-	Discard after reference value served
• Grants received by AOC (includes NCHIP, SJI, etc.) (copies)	-	Retention dependent upon terms of grant. Original sent to Finance.
Consolidated Collections Unit Records (FARE/Debt Set-Off Program)		
• Administrative Files (DOR and state lottery reports, participant agreements, copies of DOR deposits and checks sent to courts, set-off statements)	5 Years	After fiscal year prepared
• Incident and Problem Tracking System Archive (FARE Program, DSO)	2 Years	After extracted from AOC Support Desk system
D. Policy Memos, Reports and Manuals Generated by the Court Services Division		
• Statewide Policy Memos (for policies not already formalized in a rule, code section, or administrative order or directive)	Permanent	See Official Policy Announcements – General Schedule
• Procedure Manuals (e.g., civil and criminal traffic manuals)	-	Discard after reference value served or when superseded
• Publications (e.g., Parenting Time Plan, Legal Information, Legal Advice, Lengthy	-	Discard after reference value served or when superseded

COURT SERVICES DIVISION		
Record Category	Retention Period	Remarks
Trial Fund Brochure)		
• Special Projects (e.g., Legislative Impact, Rules Impact)	-	Discard after reference value served or when superseded
• Statistical Reports Monthly/Quarterly/Annually	4 Years	After fiscal year Data Report published
• Expenditure, Revenue, Personnel Surveys	4 Years	Destroy after fiscal year Data Report published
• Annual Data Report	Permanent	
E. Automation Projects		
• Tables Updates	3 Years	Or until superseded
• Testing Material	-	Discard after reference value served
• Incident and Problem Tracking System Archive <ul style="list-style-type: none"> • Code Standardization • Court Answer Line • Automation Services 	5 Years 3 Years 10 Years	After fiscal year resolved After fiscal year resolved After fiscal year resolved
F. Grant Requests (e.g., Public Defender Training Fund, Case Processing Assistance Fund, Fill the Gap, JCEF and Traffic Case Processing Fund)	5 years	After fiscal year of grant completion
G. Reference Material/Research		
• Compliance Checklists (Minimum Accounting Standards)	3 Years	After fiscal year prepared
• Incident Files and Investigations	5 Years	After fiscal year of resolution
• Triennial Certified Financial Audit Reports	-	Discard 3 years after submitted or until superseded, whichever is longer
• Statewide Training Manuals/Materials (copies)	-	Discard after reference value served; originals maintained by Education Services or Human Resources
• Internal CSD Staff Training and Orientation Materials		Discard after superseded

DEPENDENT CHILDREN SERVICES DIVISION		
Record Category	Retention Period	Remarks
A. Accounting/Finance Records		
• Title IV-E Reimbursement Records (copies)	-	Discard after reference value served and not more than 5 years
• Court Improvement Grant Applications (copies)	5 Years	Original sent to Finance
B. Administrative/Management Records		
• Project Reports	5 Years	After calendar year completed
• Board Member & Volunteer Training and Orientation Materials	-	Discard after superseded or obsolete
C. State Foster Care Review Board		
Administrative/Management Records		
• Board Member Files (applications, appointment orders, results of background checks, personal correspondence, and references)	5 Years	After member's resignation
D. Local Foster Care Review Boards – Tucson & Phoenix		
Administrative/Management Records		
• Board Member Information (applications, appointment orders, results of background checks, personal correspondence, and references)	1 Year	After appointment. Official record in Phoenix.
• Local Board Appointment Lists	10 Years	After year created
• Case Files (materials reviewed when drafting local board's recommendation to the court, meeting invitations)	10 Years	After month dismissed
E. CASA Program		
Accounting/Finance Records		
• County Financial Records (funding agreement copies, budget modifications, quarterly reports, equipment inventories, budget-related correspondence)	10 Years	After fiscal year end
F. Court Improvement		
Accounting/Financial Records		
• County Financial Records (funding	10 Years	After fiscal year end

DEPENDENT CHILDREN SERVICES DIVISION

Record Category	Retention Period	Remarks
Agreement copies, budget modifications, quarterly reports, budget-related correspondence)		

EDUCATION SERVICES DIVISION		
Record Category	Retention Period	Remarks
A. Accounting/Finance Records		
• Scholarship Applications (official document)	3 Years	After calendar year prepared
B. Administrative/Management Records		
• Faculty Certification Files (official document)	5 Years	After last class presented
• Curriculum Accreditation Files (including agenda and materials) (official document)	5 Years	After last class presented, ACJA § 1-302(E)(1)
• COJET-Accredited Sponsor Files (official document)	--	Retain until sponsor status terminated, ACJA §§ 1-302(E)(10) & (11)
• Annual Statewide COJET Compliance Report	5 Years	After calendar year prepared. (ACJA § 1-302(D)(2))

EXECUTIVE DIVISION		
Record Category	Retention Period	Remarks
A. Accounting/Finance Records		
<ul style="list-style-type: none"> • BJA Grant File (application, amendments, status and closing reports) 	5 Years	After grant expires
B. Administrative/Management Records		
<ul style="list-style-type: none"> • Reading Files (miscellaneous correspondence with reference value concerning major administrative policy issues - code, rule or legislative - generated or received by the division) 	10 Years	After calendar year prepared or received
<ul style="list-style-type: none"> • Internal AOC Reports (e.g., monthly division reports) 	5 Years	After calendar year prepared
<ul style="list-style-type: none"> • Internal Meeting Minutes (AOC Directors, presiding judges, weekly and monthly administrative meetings with the supreme court, annual retreats) 	Permanent	
<ul style="list-style-type: none"> • Judicial Council Records <ul style="list-style-type: none"> • Minutes • Agendas • Meeting Materials 	Permanent 20 Years 20 Years	After meeting date After meeting date
<ul style="list-style-type: none"> • Judicial Council Correspondence 	1 Year	After calendar year prepared
<ul style="list-style-type: none"> • Incident Files 	5 Years	After calendar year created; maintain in a secure fashion
<ul style="list-style-type: none"> • Internal Audit Reports 	Permanent	
<ul style="list-style-type: none"> • Internal Audit Working Papers 	3 Years	After final report completed
C. Legislative Records		
<ul style="list-style-type: none"> • Annual Legislative Update 	5 Years	After fiscal year of legislative session
<ul style="list-style-type: none"> • Legislative Proposals 	10 Years	After fiscal year of legislative session
<ul style="list-style-type: none"> • Judicial Bills Files 	15 Years	After fiscal year created or received
D. Public Information		
<ul style="list-style-type: none"> • Publications (e.g., Annual Report, key numbers report, Strategic Plan) 	10 Years	After calendar year prepared
<ul style="list-style-type: none"> • Administrative Directives 	Permanent	

INFORMATION TECHNOLOGY DIVISION		
Record Category	Retention Period	Remarks
A. Accounting/Finance Records		
• Equipment/Service Agreements with outside vendors (copies)	-	Discard when reference value served
• Vendor Quotes (copies)	-	Discard when reference value served
B. Administrative/Management Records		
• ITD Strategic Plan	5 Years	After publication – official copy currently on file. Transfer to State Archives after 5 years
• Reference Materials (vendors, associations, products)	-	After reference value served
• Service Requests for Hardware or Software Additions or Changes	3 Years	After fiscal year when service rendered or problem resolved
C. Software-Related Records		
• Software Reference Material	-	After reference value served
• Software Licenses	1 Year	After expiration or discontinuing use of product – official/original document
• Software Problem Logs	3 Years	After solved
D. Program/Project Records		
• Project/Program Files	2 Years	After project completion or termination
E. Electronic Records		
• Support Desk Incident and Problem Tracking System	-	After problem resolved and ticket is closed, retain at least 30 days and not more than reference value
• Source Code: Current Version of Applications Software Internally Supported	-	Retain as long as system is in production use or needed for research purposes
• System Backups (daily) (JOLTS, APETS, CMS's, Outlook, etc.)	30 days	Daily – rotated sets of daily incremental backup tapes
• System Backups (weekly) (JOLTS, APETS, CMS's, Outlook, etc.)	30 days	Weekly – rotated sets of weekly backup tapes
• Web Pages	30 days	Part of system backup

JUVENILE JUSTICE SERVICES DIVISION		
Record Category	Retention Period	Remarks
A. Accounting/Finance Records		
<ul style="list-style-type: none"> Juvenile Probation Services Fund/Diversion, Juvenile Crime Reduction Fund, State Aid to Detention Fund Records (program plans, solicitations, responses, county budget modifications, contracts and addendums, monitoring files and incident investigations) 	5 Years	After fiscal year created; A.R.S. §§ 8-20; 41-2401; 41-2417
<ul style="list-style-type: none"> Juvenile Probation Services Fees Fund Reports (copies) 	-	Discard when reference value has been served; A.R.S. § 8-271
<ul style="list-style-type: none"> Family Counseling/County Files for Disbursement of Appropriation (court certification, board of supervisor resolutions, addendum, allocation schedule, operational agreements, and modifications) 	5 years	After fiscal year created
B. Administrative/Management Records		
<ul style="list-style-type: none"> County Operating Agreements (program plans, stand downs, caseload audits) 	4 Years	After fiscal year received
<ul style="list-style-type: none"> Monthly Statistical Reports (JOLTS reports validated by counties) 	-	Discard when reference value has been served
<ul style="list-style-type: none"> Juvenile On-Line Tracking System Research Archives 	-	Discard when reference value has been served. Individual case records are retained by the superior court pursuant to ACJA § 3-402
C. Federal Entitlement Funding for Juvenile Education Files		
<ul style="list-style-type: none"> Title 1 and Detention Education 	5 Years	After fiscal year created
<ul style="list-style-type: none"> Enrollment Forms 	5 Years	PL 103-382
<ul style="list-style-type: none"> Intergovernmental Agreements (memoranda of understanding, ISA's, agency correspondence) 	6 Years	After fiscal year fulfilled, terminated, or revoked

Records Retention Schedule OFFICE OF THE CHIEF JUSTICE			
No.	Record Series	Retention Period	Remarks
	Administrative Records		
	Historically significant correspondence and memoranda related to court administration.	Permanent	In the discretion of the Chief Justice, these records may be transferred to ASLAPR after expiration of term of office.

Records Retention Schedule SUPREME COURT STAFF ATTORNEYS			
No.	Record Series	Retention Period	Remarks
	Internal Confidential Legal Memoranda		
	<ul style="list-style-type: none"> • Memoranda regarding briefs and motions filed in pending death penalty appeals, Habeas Corpus petitions, and Miscellaneous cases 	5 Years	After fiscal year in which court adjudicated the matter
	<ul style="list-style-type: none"> • Memoranda regarding Rule 28 Rules Agenda Items 	5 Years	After fiscal year in which court adjudicated the matter
	<ul style="list-style-type: none"> • Memoranda regarding Appointment of Capital Post-Conviction Relief Counsel 	5 Years	After fiscal year created
	<ul style="list-style-type: none"> • Memoranda regarding Reimbursement Requests (PCR) 	5 Years	After fiscal year received
	<ul style="list-style-type: none"> • Memoranda regarding civil and criminal petitions for review, original special actions, state bar matters, election appeals, and water cases 	5 Years	After fiscal year in which court adjudicated the matter
	Administrative Records		
	<ul style="list-style-type: none"> • Applications for Appointment as Capital Post-Conviction Relief Counsel 	5 Years	After fiscal year received
	<ul style="list-style-type: none"> • Requests for Reimbursement of Capital Indigent Defense Payments (PCR)(copies) 	5 Years	After fiscal year received; original sent to AOC Finance
	Other		
	<ul style="list-style-type: none"> • Correspondence to and from inmates unrelated to any active appeal. • Correspondence to and from the general public regarding various matters 	-	Discard after reference value served but not more than 3 years after created or received