

**FILED**  
DEC 29 1999  
NOEL K. DESSAINT  
CLERK SUPREME COURT  
BY *[Signature]*

IN THE SUPREME COURT OF THE STATE OF ARIZONA  
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In The Matter Of: )  
 )  
RECORDS RETENTION SCHEDULES )  
FOR USE BY THE ADMINISTRATIVE )  
OFFICE OF THE COURTS )  
\_\_\_\_\_ )

Administrative Order  
No. 99- 81

Pursuant to Supreme Court, Rule 29, 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.

Now therefore, Pursuant to Article VI, Section 3 of the Arizona Constitution and Rule 29, Rules of the Supreme Court,

**IT IS ORDERED** that the attached records retention schedules are approved and shall be used by the Administrative Office of the Courts in accordance with Rule 29.

Dated this 29<sup>th</sup> day of December, 1999.

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Thomas A. Zlaket  
Chief Justice

## Records Retention Schedule ADMINISTRATIVE SERVICES DIVISION

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	<b>Facilities</b>					
	Building/Facilities Files					
	• As-Built Plans & Specifications		10.0	-	10.0	
	• Burglar/Fire Alarm Records		10.0	-	10.0	
	• Instruction Booklets		10.0	-	10.0	
	• Safety Files		5.0	-	5.0	
	• Security Files		10.0	-	10.0	
	• Warranties		-	-	-	
	• Maintenance Inspections		10.0	-	10.0	
	• Construction Manuals		10.0	-	10.0	
	• Accident & Injury forms		10.0	-	10.0	
	• Bldg. Tenant Service Agreements		10.0	-	10.0	
	• Bldg. Punch List		10.0	-	10.0	
	• Build-Out Files		10.0	-	10.0	
	• Insurance Certificates		2.0	-	2.0	
	• Contracts		10.0	-	10.0	
	• Water Damage Files (7/97)		10.0	-	10.0	
	• Project Files		10.0	-	10.0	
	• Year 2000 Preparation		2.0	-	2.0	
	• Vendor Files		5.0	-	5.0	
	• Purchase Requisitions (copies)		10.0	-	10.0	
	• Print Shop Request Forms		18.0	-	18.0	
	• Employee Files		5.0	-	5.0	After termination
	• Cash Receipts Log		1.0	-	1.0	

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	• Recycling Info		10.0	-	10.0	
	• Activity Reports		3.0	-	3.0	
	• Property Loss Claims		10.0	-	10.0	
	• Fingerprint Cards		10.0	-	10.0	
	• Supply Order Forms		1.0	-	1.0	
	• Travel Expense Claims		10.0	-	10.0	
	• ADA Info		10.0	-	10.0	
	• Correspondence		10.0	-	10.0	
	<b>Finance</b>					
	Accounting/ Finance Records					
	• Vendor Payment Files		2.0	3.0	5.0	After fiscal year received
	• Juvenile Provider Files		2.0	3.0	5.0	
	• Contracts		6.0	-	6.0	
	• Federal Grants		6.0	-	6.0	
	• State Grants		6.0	-	6.0	
	• Interagency Agreements		2.0	3.0	5.0	
	• Budget Records		2.0	3.0	5.0	
	• Canceled Checks & Bank Reconciliations		3.0	-	3.0	After fiscal year prepared
	• Inventory Records		3.0	-	3.0	
	• Diners Club Files		5.0	-	5.0	
	• Warrant Registers		2.0	3.0	5.0	
	• Quarterly Report of Submitted Matters		2.0	2.0	4.0	ARS §12-128.01A
	• Payroll Registers		2.0	3.0	5.0	RS 0006825
	• Judicial Certifications		3.0	-	3.0	RS 481658 after FY closed
	• Invoices		2.0	3.0	5.0	RS 481658 after FY prepared
	• Payroll Microfiche		4.0	-	4.0	
	• RFP's & RFQ's		3.0	2.0	5.0	RS 511317 after FY prepared
	• Reconciliations		2.0	3.0	5.0	After year prepared
	Administrative/Mgt. Records					

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	• Adult, Juvenile JPSF Program Projections		2.0	3.0	5.0	After annual report submitted
	• Budget Load Instructions		2.0	-	2.0	
	• NWS Training Instructions		2.0	-	2.0	
	• Policy & Procedures Working Files		1.0	-	1.0	
	• Procurement (County Codes)		1.0	-	1.0	
	• Funding Agreement for All Counties		2.0	3.0	5.0	
	• NWS Edit, Posting Lists, Closing Reports		1.0	2.0	3.0	
	• Provider & Foster Parent Files		2.0	3.0	5.0	
	Human Resource Records					
	• Employee Files		5.0	-	5.0	After termination of employee
	Legal Services					
	Accounting/Finance Records					
	• Purchase Requisitions (copies)		1.0	-	1.0	After purchase date
	Administrative/Management					
	• General Correspondence		1.0	-	1.0	After created or received
	• Staff Meeting Minutes (originals)		1.0	-	1.0	After meeting date
	• Policies & Procedures		5.0	-	5.0	After policy considered
	• Administrative Orders (copies)		1.0	-	1.0	
	• Administrative Order Index		Per m	-	Per m	Permanent
	• Research Materials		5.0	-	5.0	After research completed
	• Calendars		1.0	-	1.0	After created
	• Reference Materials		Indef	-	Indef	Until outdated
	• Monthly/Annual Reports		1.0	-	1.0	After created
	• Records Index		Per m	-	Per m	Permanent

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	• Training Materials		2.0	-	2.0	After development
	• Legal Services. Purchase, Contract Records		2.0	-	2.0	After received
	Client Files					
	• Assignments/Projects & Response		5.0	-	5.0	After written
	• Grants (copies)		1.0	-	1.0	After expired
	• Forms		1.0	-	1.0	After superceded
	• Board/Commission Materials (Tribal Court Forum)		3.0	-	3.0	After created
	• Board/Commission (other)		1.0	-	1.0	
	• Contracts & Agreements (copies)		1.0	-	1.0	After expired
	• Rule/Administrative Order Drafts		5.0	-	5.0	After adopted or rejected
	• Rule 28 Petitions		1.0	-	1.0	After disposition
	• Employee Complaints & Investigations		5.0	-	5.0	After initiate
	• Court Operational Review Reports (copies)		2.0	-	2.0	After initiated
	• Attorney Time Slips		1.0	-	1.0	After creation
	• Bid Documents		1.0	-	1.0	After contract expires
	Human Resource Records					
	• Employee Personnel Files (copies)		1.0	-	1.0	After termination
	• Application, Interview, Selection, Hiring Files		2.0	-	2.0	After created
	• Employee Leave Requests (copies)		1.0	-	1.0	After leave date
	• Salary Surveys		1.0	-	1.0	After received or prepared
	Legal/Legislative					
	• Litigation Files (copies of status reports & pleadings)		1.0	-	1.0	After case is closed
	• Claim Files (copies)		1.0	-	1.0	After created
	• EEOC Complaints (copies)		1.0	-	1.0	After disposition

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	• Court Investigations		Per m	-	Per m	Permanent
	• Legislative Materials		1.0	-	1.0	After end of session
	• Subpoenas/Related Materials		1.0	-	1.0	After case closed
	• Administrative Hearing Materials		Per m	-	Per m	Permanent
	• Public Records Request		1.0	-	1.0	After received

## Records Retention Schedule ADULT SERVICES DIVISION

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	Accounting/Finance Records					
	• Budget					
	• Grants					
	• Purchase Requisitions (copies)					
	• County Budget Files		5.0	-	5.0	After fiscal year prepared
	• Statistical Reports & Summaries		5.0	-	5.0	After fiscal year prepared
	Administrative/Mgt. Records					
	• General Correspondence					
	• Project Related Correspondence					
	• Calendars/Agendas					
	• Minutes					
	• Annual Reports		5.0	-	5.0	After prepared/compiled
	• Technical Reports		5.0	-	5.0	After prepared/compiled
	• Research Data		5.0	-	5.0	After prepared/compiled
	• Project Reports		5.0	-	5.0	After prepared/compiled
	• Historical Data		5.0	-	5.0	After prepared/compiled
	• Evaluations		5.0	-	5.0	After prepared/compiled
	• Audit Reports		5.0	-	5.0	After prepared/compiled
	• Incident Reports		5.0	-	5.0	After prepared/compiled
	• Operational Reviews		5.0	-	5.0	After prepared/compiled
	• Training Conferences		5.0	-	5.0	After prepared/compiled
	• McConnell Clark		5.0	-	5.0	After prepared/compiled
	• Shock Incarceration		5.0	-	5.0	After prepared/compiled
	• Risk Management		5.0	-	5.0	After prepared/compiled
	• LEARN		5.0	-	5.0	After prepared/compiled
	• State ID Card/Badges		5.0	-	5.0	After prepared/compiled

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	Human Resources Records					
	• Personnel Working Files		2.0	-	2.0	29 CFR 1602.31
	• Applications, Interview, Selection, Hiring, Promotion		2.0	-	2.0	29 CFR 1602.31
	Legal/Legislative Records					
	Program/Project Records					
	• Adult Intensive Probation		5.0	-	5.0	After fiscal year prepared
	• Closing, Reports, Summaries		5.0	-	5.0	After fiscal year prepared
	• Statistics		5.0	-	5.0	After fiscal year prepared
	• Budget Estimates, Summaries		5.0	-	5.0	After fiscal year prepared
	• Adult State Aid Enhancement		5.0	-	5.0	After fiscal year prepared
	• Drug Enforcement Account		5.0	-	5.0	After fiscal year prepared
	• Community Punishment Program		5.0	-	5.0	After fiscal year prepared
	• Probation Services Fees		5.0	-	5.0	After fiscal year prepared
	• Drug Treatment & Education Fund		5.0	-	5.0	After fiscal year prepared
	• Transferred Youth (JPSF)		5.0	-	5.0	After fiscal year prepared
	• Interstate Compact		5.0	-	5.0	After fiscal year prepared
	• Comprehensive Enforcement		5.0	-	5.0	After fiscal year prepared
	• UA		5.0	-	5.0	After fiscal year prepared



## Records Retention Schedule

### CERTIFICATION AND LICENSING DIVISION

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	<b>Admissions (Admission of Attorneys to the State Bar)</b>					Rule 37, Rules of the Supreme Court
	• Administrative Files		2.0	5.0	7.0	After fiscal year created or received.
	• Applicant Files		1.0	6.0	7.0	After last activity or admission to the State Bar. State Archives is to return file to the AOC for review.
	<b>Certification/Licensing Programs (Confidential Intermediary, Court Reporters, Private Fiduciary and Private Process Servers)</b>					
	<b>Confidential Intermediary Program</b>					ARS §8-134
	• Administrative Hearing Materials		Perm	-	Perm	Permanent
	• Administrative Files		2.0	5.0	7.0	After fiscal year created or received.
	• Confidential Intermediaries - Program Files		2.0	5.0	7.0	After date of expiration of certification.
	• Training Manual/Materials		3.0	-	3.0	Or until superseded.
	<b>Court Reporter Program</b>					ARS Title 32, Chapter 40
	• Administrative Hearing Materials		Perm	-	Perm	Permanent
	• Administrative Files		2.0	5.0	7.0	After fiscal year created or received.
	• Court Reporter Certification Files		2.0	3.0	7.0	After date of expiration of certification.
	• Training Manual/Materials		3.0	-	3.0	Or until superseded.
	<b>Private Fiduciary Program</b>					ARS §14-5651
	• Administrative Hearing Materials		Perm	-	Perm	Permanent
	• Administrative Files		2.0	5.0	7.0	After fiscal year created or received.
	• Private Fiduciary Certification Files		2.0	5.0	7.0	After date of refusal or expiration of certification.

	• Training Manual/Materials		3.0	-	3.0	Or until superseded.
	<b>Private Process Server Program</b>					<b>ARS §11-445 (H)</b>
	• Administrative Hearing Materials		Perm	-	Perm	Permanent
	• Administrative Files		2.0	5.0	7.0	After fiscal year created or received.
	<b>Defensive Driving Program</b>					<b>ARS Title 28, Chapter 8, Article 7</b>
	• Administrative Files (including defunct/decertified schools, school financials, monitoring records)		2.0	5.0	7.0	After fiscal year created or received.
	• Administrative Hearing Materials		Perm	-	Perm	Permanent
	• Catalog Files (sample class handouts)		-	-	-	Until superseded.
	• Instructor Records (active)		-	-	-	As long as active.
	• Instructor Records (non-active)		2.0	-	2.0	After fiscal year of change.
	• Training Manuals/Materials		3.0	-	3.0	Or until superseded.
	<b>Disciplinary Clerk (Discipline of Attorneys)</b>					<b>Rules 52, 60, 61, Rules of the Supreme Court</b>
	• Formal Discipline Files		2.0	18.0	Perm.	Archives to return to Disciplinary Clerk for review upon expiration of 20 year period.
	• Administrative Files		2.0	5.0	7.0	After fiscal year created or received, unless required pursuant to Rules 52, 60, 61 or otherwise needed for historical purposes.
	• Training Manuals/Materials		3.0	-	3.0	Or until superseded.

# Records Retention Schedule

## COURT SERVICES DIVISION

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Office	R.C	Total	
	<b>Administration/ Management Files</b>					Court Assistance, Court Projects, Court Operations, Domestic Relations, and Statistics Units. Division Director.
	• General Correspondence/ Memos (Including work papers, final copies, etc)		2	-	2	After fiscal year prepared or received. Applies to printed copy. Electronic copy should be kept until reference value served.
	• Division Surveys		1	-	1	After entering in statistical data base.
	• Research Reports		-	-	-	Destroy after reference value served.
	• Reports of Record Destruction		Perm		Perm	
	• Record Transfer Forms		2	-	2	Until records destroyed.
	• Record Retention Schedules		-	-	-	Until superseded.
	<b>Accounting/Budget/ Finance</b>					
	• Annual Budget		2	-	2	After fiscal year prepared.
	• Budget Reports		1	-	1	After fiscal year prepared. Monthly reports destroyed when next month received.
	• Cash Receipts		2	3	5	After fiscal year prepared.
	• Contracts		6	-	6	After fiscal year fulfilled. Also see Administrative Services schedule.
	• Court Services Cash-Flow Reports		2	-	2	After fiscal year prepared.
	• Debt Set Off Program		2	3	5	After fiscal year prepared. ARS §42-133
	• Grants Documentation (Requests for Federal, State, Private Entities, Service Contracts, etc.)					
	• Grants received by AOC (includes NCHIP, SJI, etc.)					In accordance with grant contract. See "CONTRACTS" above.
	• Requests for Proposals					
	• Leave/Attendance Reports (WETR)		1	-	1	After end of fiscal year original submitted to finance. See Finance Records Retention Schedule.
	• Public Defender Training Fund		2	3	5	After fiscal year prepared. ARS §12-117.
	• Revenue Specialist Project Files		5	5	10	After fiscal year prepared.
	<b>Domestic Relations Program Files</b>					
	• Domestic Violence		5	-	5	ARS §12-1809, 13-3601, VAWA 18USC §265 et.seq.
	• Child Support Guidelines		4	2	6	ARS §25-320

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Office	R.C	Total	
	• Expedited Processing Plans for Superior Court		Perm		Perm	45CFR302.56, 42USC666A2, ARS §25-326
	• Judicial Education (conferences)		2	-	2	2 years from creation.
	• Parent Education (county plans)		Perm	-	Perm	ARS §25-351 thru 25-355, A O 96-32, Permanent until changed by law.
	• Victims' Rights		Perm	-	Perm	ARS §13-4401 et. Seq.
	<b>External, Review Reports</b>		4	1	5	After fiscal year received or superseded.
	• Policy Memos and Position Papers		Perm	-	Perm	Or Until superceded
	• Procedure Manuals		-	-	-	Destroy after reference value served.
	• Published Reports		-	-	-	Destroy after reference value served or when superseded by new report.
	• Special Projects		-	-	-	Destroy after reference value served.
	• Statistical Reports Monthly/Quarterly/Annually		1		1	After data report published.
	• Expenditure, Revenue, Personnel Surveys		1	-	1	Destroy after data report published.
	<b>FACTS (Court Operations)</b>					
	• Data Base Files		3	-	3	Or until superseded.
	• Table Updates		3	-	3	Or until superseded.
	• Testing Material		3	-	3	Or until superseded.
	• Training Manuals/Materials		3	-	3	Or until superseded.
	<b>Grant Requests</b>					
	• Case Processing Assistance Fund (CPAF)		2	3	5	After fiscal year prepared.
	• Case Processing Grants		5	-	5	After termination of Grant - ARS §35-214.
	• Inactive JCEF/TCPF records (3 <sup>rd</sup> Floor)		3	2	5	After annual or final report submitted.
	• Judicial Collection Enhancement Fund/Traffic Case Processing Fund (JCEF/TCPF)		3	2	5	After fiscal year prepared.
	<b>Public Meetings</b>					
	• Committees and Task-Force - Agenda and Minutes (of the AJC and Supreme Court standing committees.)		Perm		Perm	Permanent or until ordered destroyed by AJC/Supreme Court. (Notes/working papers, etc. may be destroyed after reference value served.)
	• Ad Hoc Committees/Task Forces		2	-	2	After final report issued.
	• Final Reports		5	-	5	Or until reference value served.

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Office	R.C	Total	
	<b>Reference Material/Research</b>					
	• Administrative Orders		-	-	-	Until superseded or ordered destroyed.
	• Annual Reports		5	5	10	After fiscal year prepared.
	• Compliance Checklists		3	2	5	After fiscal year prepared.
	• Confidential Reports		-	-	-	Destroyed after reference value served.
	• Court Answer Line Database Information		3	-	3	After fiscal year prepared.
	• Court Operational Review/Evaluation		-	-	-	Until superseded.
	• External Review Reports		3	-	3	
	• Minimum Accounting Standards		3	-	3	After fiscal year received.

## Records Retention Schedule DEPENDENT CHILDREN SERVICES DIVISION

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	Accounting/Finance Records					
	• Budget Files		2.0	3.0	5.0	After fiscal year prepared
	• Purchase Requisitions		2.0	-	2.0	Not archived
	Administrative/Mgt. Records					
	• Personnel Files					Shred at employee's termination
	• General Correspondence		2.0	3.0	5.0	After calendar year completed
	• Reports		1.0	4.0	5.0	After calendar year completed
	<b>Foster Care Review Board - Phoenix</b>					
	Administrative/Mgt. Records					
	• State Board Meetings & Commissions		1.0	4.0	5.0	After calendar year completed
	• FCRB Annual Report		1.0	4.0	5.0	After calendar year completed
	• Board Member Files		.5	4.5	5.0	After member's resignation
	• Appointment Information		1.0	4.	5.0	After calendar year completed
	• Training Manuals		-	-	-	Not archived
	Case Files					
	• Case Information		.5	9.5	10.0	After month dismissed
	<b>Foster Care Review Board - Tucson</b>					
	Administrative/Mgt. Records					
	• Board Member Information		1.0	-	1.0	Official record in Phoenix.

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	• Personnel Files		-	-	-	Shred at employee's termination
	• Budget Files		1.0	-	1.0	Official record in Phoenix
	• Purchase Requisitions		1.0	-	1.0	Official record in Phoenix
	• Contract		-	-	-	Official record in Phoenix
	Case Files		.5	9.5	10.0	After month dismissed
	<b>CASA</b>					
	Accounting/Finance Records					
	• County Financial Records		5.0	5.0	10.0	After fiscal year end
	• Purchase Requisition (Finance is Office of Record)		2.0	-	2.0	Not archived
	<b>COUNTY IMPROVEMENT</b>					
	Accounting/Finance Records					
	• County Financial Records		5.0	5.0	10.0	After fiscal year end
	• Purchase Requisition (Finance is Office of Record)		2.0	-	2.0	Not archived

## Records Retention Schedule EDUCATION SERVICES DIVISION

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	Accounting/Finance Records					
	• Budget		3.0	-	3.0	After calendar year prepared
	• Requests for Financial Assistance (official document)		3.0	-	3.0	After calendar year prepared
	• Grants Requests		3.0	-	3.0	After calendar year prepared
	Administrative/Mgt. Records					
	• Agendas		3.0	-	3.0	
	• General Correspondence		3.0	-	3.0	
	• WETR		2.0	1.0	3.0	29 CFR516.2
	• Staff Meeting Minutes		3.0	-	3.0	
	• Faculty Skills Development Files (official document)		3.0	-	3.0	
	• Accreditation (official document)		3.0	-	3.0	
	Human Resources Records					
	• Personnel Files		3.0	-	3.0	After calendar year prepared (copies)
	• COJET		5.0	-	5.0	After calendar year prepared (copies)
	• Interview, Selection, Hiring, Promotion Files		2.0	-	2.0	29 CFR1602-31
	Program Files (all official documents)					
	• Council on Judicial Education & Training Files		5.0	-	5.0	After calendar year prepared
	• Judicial Staff Education Committee		3.0	-	3.0	
	• Judicial College of Arizona		3.0	-	3.0	
	• Committee on Probation Education		3.0	-	3.0	



## Records Retention Schedule EXECUTIVE OFFICE

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	Accounting/Finance Records					
	• Purchase Requisitions		5.0	-	5.0	
	Administrative/Mgt. Records					
	• General Correspondence		5.0	-	5.0	After calendar year prepared
	• Reports		5.0	-	5.0	After calendar year prepared
	• Judicial Council Correspondence		5.0	-	5.0	After calendar year prepared
	• Supreme Court Justices' Correspondence		5.0	-	5.0	After calendar year prepared
	• AOC Division Correspondence		5.0	-	5.0	After calendar year prepared
	• Misc. Correspondence		7.0	-	7.0	(Administrative Director's correspondence)
	Human Resources Records					
	• Personnel Working Files		5.0	-	5.0	
	Legislative Records					
	• Legislative Correspondence		1.0	4.0	5.0	After legislative session ends
	• Senate/House Bills		1.0	4.0	5.0	After legislative session ends
	• Legislative Update		1.0	4.0	5.0	After legislative session ends
	• Legislative Implementation		1.0	4.0	5.0	After legislative session ends
	• Legislative Proposals		1.0	4.0	5.0	After legislative session ends
	Public Information					
	• Correspondence		5.0	-	5.0	Annual Reports Bench Press - after calendar year prepared

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	• Newspaper Articles		5.0	-	5.0	Annual Reports Bench Press - after calendar year prepared
	• Publications		10.0	-	10.0	Annual Reports Bench Press - after calendar year prepared
	• Miscellaneous		5.0	-	5.0	Annual Reports Bench Press - after calendar year prepared
	Strategic Planning (includes internal audit unit)					
	• Correspondence		0.5	-	0.5	After calendar year prepared
	• Reports		3.0	-	3.0	After calendar year prepared
	• Miscellaneous		0.5	-	0.5	After calendar year prepared

## Retention of Records Schedule HUMAN RESOURCES DIVISION

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	Accounting/Finance Records					
	• Purchase requisitions (copy)		1.0	-	1.0	After fiscal year prepared
	Administrative/Mgt. Records					
	• Misc. Division Files		1.0	-	1.0	Reviewed annually
	• Interview, Selection, Hiring, * Promotion Records (including applications, resumes, interview notes, background & ACJIS checks)		2.0	-	2.0	At the end of the fiscal year - 2 years after recruitment closed.
	• Employee Personnel Files		5.0	-	5.0	After termination, ARS §38-233
	• Employee Medical Records (including medical exams)		5.0	-	5.0	After termination 29 CFR 1910.20
	• INS Forms 1-9		3.0	-	3.0	After termination, but not less than 3 years after hired. 8 CFR.
	• Worker's Comp. Files		5.0	-	5.0	After reported
	Training					
	• COJET Training Records		5.0	-	5.0	After calendar year prepared. Administrative Order 99-08
	Committees & Commissions					
	• Records of committees and commissions establishment and member appointments		5.0	-	5.0	After re-establishment of committee/commission.
	Nominating Commission					
	• Vacancy Files		5.0	5.0	10.0	After vacancy filled
	Judicial Performance Review					
	• Survey Data Sheets		2.0	-	2.0	After election of judges surveyed.

## Records of Retention Schedule INFORMATION TECHNOLOGY DIVISION

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	Accounting/Finance Records					
	• Budgets		2.0	-	2.0	After prepared - non-record copies
	• Purchase requests		2.0	-	2.0	After fiscal year - non-record copies
	• Contracts		1.0	-	1.0	After expiration - non-record copies
	• RFP's and RFI's		1.0	-	1.0	After award - non-record copies
	• Equipment/Service Agreements		1.0	-	1.0	After expiration - non-record copies
	• Vendor Quotes		1.0	-	1.0	After expiration
	Administrative/Mgt. Records					
	• Commission on Technology Materials		5.0	5.0	10.0	RE: Public Mtg Laws - Official Document
	• Correspondence (general, non-project/programs)		2.0	-	2.0	After received
	• E-Mail (electronic copy)		30 days	-	30 days	
	• ITD Strategic Plan		5.0	-	5.0	After publication - official copy currently on file
	• ITD Policies & Procedures & Technical Standards		-	-	-	
	• Reference Materials (vendors, associations, products)		-	-	-	After reference value served
	• Service Requests For Hardware or Software Additions or Changes		1.0	-	1.0	After fiscal year when service rendered
	• Status Reports		1.0	-	1.0	After calendar year prepared
	Software-Related Records					
	• Software Reference Material		-	-	-	After reference value served

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	• Software Licenses		1.0	-	1.0	After expiration or discontinuing use of product - official/original document
	• Software Problem Logs		3 mos	-	3 mos	After solved
	Human Resources Records					
	• Interview, Selection, Hiring Records		1.0	-	1.0	After position filled - non-record copies
	• Job Descriptions		-	-	-	On-going while job exists - official copy
	• Payroll/Leave Records		1.0	-	1.0	After calendar year reported - original
	• Personnel Files (including evaluation, COJET Reports, promotions)		1.0	-	1.0	After termination - non-record copies
	Program/Project Records					
	• Project/Program Files		2.0	-	2.0	After project completion or termination - official copies
	Commissions, Committees & Board Records					
	• Commission on Technology Minutes		5.0	5.0	10.0	RE: Public Mtg Laws - official document
	Electronic Records					
	• Desktop Application Software		1.0	-	1.0	After discontinuing use of application
	• Source Code: Current Version of Applications Software Internally Supported		30 days	-	30 days	Part of systems' backups
	• System Backups (daily)		30 days	-	30 days	Daily - rotated sets of daily incremental backup tapes
	• System Backups (weekly)		30 days	-	30 days	Weekly - rotated sets of weekly backup tapes
	• Systems Software (as delivered on media)		1.0	-	1.0	After placement of system backups
	• Web Pages		30 days	-	30 days	Part of system backup

## Retention of Records Schedule JUVENILE JUSTICE SERVICES DIVISION

No.	Records Series	R.S. Code	Retention Yr.			Remarks
			Off.	R.C.	Total	
	Accounting/Finance Records					
	• Juvenile Standard Probation Files		2.0	3.0	5.0	ARS §8-203, ARS §8-203.02
	• Juvenile Probation Services Fund Records		2.0	3.0	5.0	ARS §8-322
	• Juvenile Probation Services Fees Fund Records		2.0	3.0	5.0	ARS §8-271
	• Juvenile On-Line Tracking System Files		2.0	3.0	5.0	
	• Juvenile Crime Reduction Fund Files		4.0	1.0	5.0	ARS §41-2401 (M5)
	• Family Counseling/County Files for disbursement of Appropriation.		2.0	3.0	5.0	
	• State Aid to Detention Files		2.0	3.0	5.0	ARS §41-2417
	Administrative/Mgt. Records					
	• Meeting Agendas, Minutes		1.0	-	1.0	
	• General Correspondence		1.0	-	1.0	
	• Contract Drafts		1.0	-	1.0	
	• Operating Agreement		1.0	-	1.0	
	• Monthly Statistical Reports		1.0	-	1.0	
	• Purchase Requisition Copies & Inventory		1.0	-	1.0	
	Federal Education Files					
	• Title 1 & Detention Education		1.0	-	1.0	
	• Enrollment Forms		2.0	3.0	5.0	PL 103-382