

ADMINISTRATIVE PROCEDURES



Procedure Number: 4-6

Effective Date: 03/24/09

Revision Date: _____

C. P. Schubert
County Administrator

SUBJECT: **DEPARTMENT RECORDS RETENTION AND DISPOSITION SCHEDULE**

DEPARTMENT RESPONSIBLE: **Clerk of the Board
Document and Micrographics Management Division**

STATEMENT

The Pima County Records Management Program, administered by the Document and Micrographics Management Division (D&MM) of the Clerk of the Board, requires all County departments to have a State approved *Records Retention and Disposition Schedule* (Retention Schedule) which identifies the records unique to their organization. This procedure sets forth guidelines for the preparation and maintenance of the department's Retention Schedule which dictates the life cycle of a record based on its administrative, fiscal, legal and historical value.

II. PROCEDURES

A. Developing/Updating a Retention Schedule

1. All County departments shall develop a custom Retention Schedule (Exhibit A). D&MM will assist the departments in categorizing and determining the life cycle of their records. Large departments with specialized functional areas/divisions should have a Retention Schedule for each area.
2. The Retention Schedule should be a comprehensive list of all record series titles and should identify the life cycle for each record. This includes all records regardless of form (e.g., electronic, e-mail, paper, etc.).
3. All County departments are responsible for reviewing their Retention Schedule every two years and should submit any proposed changes to D&MM.

B. Approval of a Retention Schedule

1. The department's Records Coordinator will be responsible for preparing a Retention Schedule and obtaining the authorized department signatures.
2. The department's Records Coordinator will forward the proposed Retention Schedule to D&MM for review.
3. Upon review, D&MM will forward the Retention Schedule to the Arizona State Library, Archives and Public Records (ASLAPR) for final approval.
4. Any questions and/or concerns raised by ASLAPR on a proposed Retention Schedule, will be addressed through D&MM who will work with the County department to resolve the matter.

5. ASLAPR will forward the approved Retention Schedule to D&MM who will retain the original and return a copy to the originating department Records Coordinator.

C. Implementation of Retention Schedule

All County departments will implement an internal process to disseminate the approved Retention Schedule to all employees who will be responsible for managing their public records based on these State guidelines.

D. Utilization of the D&MM Records Storage Facility

1. All County departments must have an approved Retention Schedule on file before they can utilize the Pima County Records Center.
2. D&MM will oversee and verify final disposition of all County records based upon the most currently approved Retention Schedule.

III. EXCEPTION

This Administrative Procedure does not apply to Clerk of the Superior Court.

IV. RELATED PROCEDURES

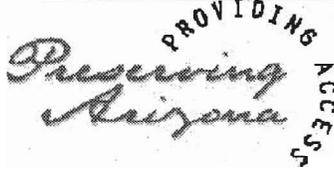
- A. Administrative Procedure No. 4-5, Pima County Records Management Program
- B. Administrative Procedure No. 4-7, Storage/Retrieval/Destruction of Departmental Records
- C. Administrative Procedure No. 4-8, Document Imaging of Departmental Records

FORMS

The *Record Retention and Disposition Schedule* Form and instructions can be obtained by contacting D&MM. A sample schedule is attached as Exhibit A.

EXHIBIT A

RECORDS RETENTION AND DISPOSITION SCHEDULE



Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 Phone: 602-542-3741 Fax: 602-542-3890
 E-mail: rmd@lib.az.us

PAGE 1 of 1

State Agency Password	Political Subdivision Pima County	Agency Name	
Org. Unit/Division	Office	Phone	
Address	City	State AZ	Zip
Submitted By (Name)	Title	Signature	

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
						Supersedes Schedule Dated:

Approved by: <div style="font-size: 2em; font-weight: bold; margin-left: 0;">X</div> Director, Arizona State Library, Archives and Public Records	Approval Date:
--	----------------