



## Arizona State Library, Archives and Public Records

### Records Retention Schedule for the Northern Arizona University Cline Library

Schedule Number: 999-09-193

#### Authorization and Approval

Pursuant to ARS §41-1351, 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

Cynthia D. Childrey, Dean and University Librarian  
Northern Arizona University

#### Approved

GladysAnn Wells, Director  
Arizona State Library, Archives and Public Records

Date Approved:

1/28/2010

**Records Retention Schedule for  
Northern Arizona University  
Cline Library**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Donor Records (Deeds of Gifts)	Permanent	Preserve pursuant to ARS §39-101. Transfer to NAU Archives
2.	Annual Reports	Permanent	Preserve pursuant to ARS §39-101. Copy to NAU Archives <b>and</b> to the Arizona State Library, Archives and Public Records – Law and Research Library – State Docs, or send electronic copy to <a href="mailto:reports@lib.az.us">reports@lib.az.us</a>

**Supersedes schedules dated December 09, 1991 and June 17, 2003**