

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 Phone: (602) 542-3741 - FAX (602) 542-3B90

PAGE 1 OF 2

State Agency Password:	Northern Arizona University	Office Office of the Provost
To be used by all NAU Academic Departments		520-523-6502
Address: NAU, P.O. Box 4120	City: Flagstaff	AZ 86011-4092
Submitted by (Name): Karen Underhill	Title Head, SCA, Cline Library	Signature X

No.	RECORDS SERIES	R.S, Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	RC	Total	
1.	Candidate Files (official hiring & interview notes, vitae, etc.)		2	-	2	After position filled. 29 CFR 1602.48
2.	Certificates of Destruction (dept copies)		2	-	2	After submitted.
3.	Class Evaluations (student comments used or tenure decisions)		10	-	10	After fiscal year received. Shred.
4.	College Annual Reports		3		3	After published . Copy to NAU Archives.
5.	College Directive/Policies (incl org charts)		Perm		Perm	Copy to NAU Archives.
5.	Department Self-Study & Program Reviews		Perm	-	Perm	Copy to NAU Archives.
7.	Direct Deposit Slips		2wks	-	2wks	After submitted. Shred.
8.	Employee Personnel Files (official NAU copies, including student employees, faculty, promotion & tenure files) Note: Transfer grievances or personnel records relating to active contracts to the NAI Contract Office & file with contract.		5		5	After termination. ARS § 38-233
9	Expense Accounting Records (including claims, warrant registers, purchase orders, travel claims, requisitions, etc.)					
a.	Official Agency Copies (state funded programs)		5		5	After fiscal year prepared.
b.	Official Agency Copies (federally funded projects)		5	-	5	After final or annual expenditure report submitted. Check CFR or grant contract to insure compliance with federal reqmts.
c.	Office Copies		1		1	After fiscal year prepared.
10.	General Correspondence (not related to a specific case or project)		2	-	2	After prepared or received.
11.	Grievance Files		3	-	3	After resolved. Confidential
12.	Minutes, Agendas, Notes, Recordings, & Other Records (of working, non-directed committees, boards, task forces, etc.)		3		3	After calendar year prepared.

Approved by:	Approval Date
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(Agency Name:
Northern Arizona University. Provost

Password: **PAGE 2 OF 2**

No.	RECORDS SERIES	R. S. Code	RETENTION		(YR) (Include start point of retention.)	REMARKS	
			Off	R.C. Total			
13.	Occupational Safety & Health Records (including accident reports & annual summaries)		5		5	After calendar year submitted. 29 CFR 1952.4	
14.	Reference Materials (non-record materials including duplicates, periodicals, etc.)				-	Review annually for administrative value. Consider filing in dept library.	
15.	Time & Leave Records						
a.	Official copies-classified staff		3		3	After calendar year prepared.	
b.	Office copies		1		1	After calendar year prepared.	
16.	Transitory Materials (including letters of transmittal, news letters, info only materials, correspondence with limited reference value)		3 mo		3 mo	After prepared or received.	
17.	Working Documents (notes, drafts, feeder reports, logs, etc.)		1		1	After final report or summary completed.	
Approved By:					Approval Date:		

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 542-3741

<input checked="" type="checkbox"/> STATE AGENCY	<input type="checkbox"/> POLITICAL SUBDIVISION	AGENCY NAME	
ORG. UNIT/DIVISION		OFFICE	PHONE
ADDRESS		CITY	AZ ZIP
SUBMITTED BY		TITLE	SIGNATURE X

NO.	RECORDS	SERIES	R. S. CODE	RETENTION (YR)		REMARKS
				OFFICER	C. TOTAL	
1	Departmental Student Records, consisting of applications, copies of transcripts, correspondence etc.			3	3	Cutoff when student leaves the department. Destruction by shredding.
2	Student Examination Records (Grade books)			4	4	Cutoff at end of academic year. Destruction by shredding.
This schedule is intended for use by all NAU departments.						

APPROVED	By:	APPROVAL DATE:
DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS		SUPERSEDES SCHEDULE APPROVED: