

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) 542-3890

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State Agency Password:	Political Subdivision:	Agency Name
		Northern Arizona University
Org. Unit /Division:	Office	Phone:
Cline Library	Library Administration	520-523-6802
Address:	City:	State ZIP
P.O. Box 6022	Flagstaff	AZ 86011-6022
Submitted By (Name):	Title:	Signature
Karen Underhill	Archivist & MS Curator	X <i>Karen Underhill</i>

Pursuant to A.R.S. § 41-1351, the following records retention periods are finite and absolute. They are not minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Audit Reports (agency copies)		5	-	5	After closed.
2.	Budget Requests		3	-	3	After fiscal year submitted.
3.	Certificates of Records Destruction (agency copies)		2	-	2	After fiscal year submitted.
4.	Donor Files (includes original deeds of gift)		Perm	-	Perm	Transfer to Archives as appropriate.
5.	Employee Personnel Files					Confidential Records.
a.	Official Copies		5	-	5	After termination. ARS § 38-233
b.	Supervisors' Copies		-	-	-	After termination.
6.	Employee Summary Data (card files or data base)		10	-	10	After termination. Confidential.
7.	Employee Time & Leave Records		3	-	3	After calendar year prepared.
8.	Final Reports of Consultants, Special Committees, Task Forces, etc. (no action resulting from report)		5	-	5	After submitted
9.	Financial Records (office copies of requisitions, purchase orders, claims, travel claims, invoices, etc.)		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 Records.
12.	Hiring, Interview, Selection & Promotion Records (including interview notes, scores, etc.-permanent positions)		2	-	2	After position filled. 29 CFR 1602.31
13.	Library Council Minutes		Perm	-	Perm	Transfer to University Archives.
14.	Library Policies (including org charts)		Perm	-	Perm	Copy to University Archives.
15.	Occupational Safety & Health (OSHA) Records (including accident reports & annual summaries)		5	-	5	After calendar year prepared. 29 CFR 1952.4, 29 CFR 1904.2

Approved by: Director, Department of Library, Archives and Public Records <small>RMC 2 R3/94</small>	Approval Date: <p style="text-align: center; font-weight: bold; font-size: 1.2em;">JUN 17 2003</p>
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Agency Name: **Northern Arizona University, Cline Library** Password: PAGE 2 OF 2

Pursuant to A.R.S. § 41-1351, the following records retention periods are finite and absolute. They are *not* minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
16.	Office Internal Management Records (including work procedures, office assignments, etc.)		1	-	1	After revised or discontinued.
17.	Progress & Activity Reports (except annual reports which are retained permanently)		2	-	2	After fiscal year prepared.
18.	Records Retention & Disposition Schedules		1	-	1	After revised.
19.	Reference Materials (including duplicate files, correspondence drafts, periodicals, catalogs, published reports, etc.)		-	-	-	After reference value served.
20.	Statistical Listings of Employees		-	-	-	After superseded.
21.	Transitory Materials (including correspondence with little reference value, letters of transmittal, information only materials which require no action, etc.)		3 mo	-	3 mo	After prepared or received.
22.	Working Files (including notes, drafts, etc.)		1	-	1	After final report or summary submitted.
Library Departmental Records						
23.	Acquisition Invoices from Book Vendors (official copies)		5	-	5	After fiscal year received.
24.	Appeals of Fines		4	-	4	After fiscal year prepared.
25.	Circulation Billing Records (official copies)		5	-	5	After fiscal year prepared.
26.	Credit Memos (official copies of payment vouchers)		5	-	5	After fiscal year prepared.
27.	Extended Privilege Forms for Patrons		1	-	1	After fiscal year prepared.
28.	Hiring, Interview, & Selection Records (for student temporary employees)		2	-	2	After position filled, 29 CFR 1602.31
29.	Inter-departmental Billings (official copies)		5	-	5	After fiscal year prepared.
30.	Inter-library Loan Copyrighted Material Requests		3	-	3	After fiscal year received.
31.	Overdue Book Notices		1	-	1	After fiscal year prepared or upon item's return.
32.	Reconciliations (internal audits)		2	-	2	After fiscal year prepared.
33.	Requests for Field Based Services		1	-	1	After fiscal year received. Confidential.
34.	Requests for Field Based Services		1	-	1	After fiscal year received. Confidential.

Supersedes schedule dated 8/12/98

Approved by:


 Director, Department of Library, Archives and Public Records
 RMZ:FR/94

Approval Date:

JUN 17 2003