

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**Arizona State Library, Archives and Public  
 Records**  
**RECORDS MANAGEMENT DIVISION**  
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1 State Agency Password <b>AOK-COMM</b>	Political Subdivision	Agency Name <b>Northern Arizona University</b>
Org. Unit/Division <b>School of Communication</b>	Office <b>Administration Office</b>	Phone <b>520-523-2232</b>
Address <b>P.O. Box 5619, Bldg 16</b>	City <b>Flagstaff</b>	Zip <b>AZ 86011</b>
Submitted By (Name) <b>Charlene Franklin</b>	Title <b>Office Specialist</b>	Signature <b>X Charlene Franklin</b>

*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.	RECORDED SERIES	R.S.	RETENTION (YR.)			REMARKS
1.	Class Rosters	161625	1	2	3	After posted.
2.	Financial Documents					
a.	Official University Copies	000954	1	4	5	After fiscal year prepared or received.
b.	Office Copies		1	-	1	After fiscal year prepared.
3.	Grades (Instructor Sheets)	456625	1	3	4	After posted.
4.	Personnel Files					
a.	Supervisors Copies (non-faculty)		-	-		After termination. Transfer to NAU HR.
b.	Faculty	007425	1	4	5	After termination.
5.	Program/Course/Advisor Evaluations	424554	1	4	5	After submitted.
6.	Resource Assessment Files	169625	1	4	5	After calendar year prepared.
7.	Scholarship/Activity Wavers	743006	1	4	5	After awarded.
8.	Teacher Evaluations	424554	3	7	10	After fiscal year prepared.

Supersedes Schedule Dated: 3-10-97

Approved by: Gladys Hill Director, Department of Library Archives and Public Records	Approval Date: <div style="text-align: center; font-size: 1.2em; font-weight: bold;">AUG 8 2000</div>
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