

STATE OF ARIZONA

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
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State Agency Password	Political Subdivision	Agency Name Northern Arizona University
Org Unit/Division Parking/Shuttle Services	Office Testing & Evaluation	Phone 602-542-5417
Address P.O. Box 5602	City Flagstaff	Zip AZ 86011
SuDMittea By (Name): Antonette M. Fox	ime Supervisor	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.	RECORDS SERIES:	R.S. Code	RETENTION (<YR.)			REMARKS: (Include start point of retention.)
			Off.	R.C.	Total	
1.	Reports:					
b.	Credit Reports		3	-	3	After fiscal year received.
c.	Vehicle Master		3	-	3	After fiscal year received.
d.	PVN Master		3	-	3	After fiscal year received.
e.	Address Master		3	-	3	After fiscal year received.
f.	Unmatched PVN Reports		2	-	2	After fiscal year received
g.	Financial Reports		3	-	3	After fiscal year received.
2.	Applications:					
a.	Permit Applications		3		3	After fiscal year received
b.	Special Applications		3	-	3	After fiscal year received.
3	Financial Records:					
a.	Credit Memos		5		5	After fiscal year prepared.
b.	Debit Memos		5	-	5	After fiscal year prepared
c.	Accounts Payable Receipts		5	-	5	After fiscal year prepared
d.	Daily Summary Sheets		5	-	5	After fiscal year prepared
e.	Telephone Bills		5	-	5	After fiscal year prepared
f.	Special Billings		5	-	5	After fiscal year prepared
g.	Refunds		5	-	5	After fiscal year prepared
Supersedes schedule approved: 9-22-93						

Approved by:

Director, Department of Library, Archives and Public Records
 RMC-2 R8/94

Approval

Date:

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name: Northern Arizona University, Parking/Shuttle Services Password: PAGE 2 OF 2

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No.	RECORDS SERIES	R.S. Code	RETENTION <YR.>			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
h.	Purchase Requisitions					
(1)	Claims		3		3	After fiscal year prepared.
(2)	Budget Documents		3	-	3	After fiscal year prepared
(3)	Travel Documents		3	-	3	After fiscal year prepared.
(4)	Bid Reauests (contract)		5	-	6	After fiscal year prepared.
i.	Intel-department Billings		5	-	5	After fiscal year prepared.
4	Citations:					
a.	PVN's (1 part)		5	-	5	After fiscal year prepared.
b.	Appeals		3	-	3	After fiscal year prepared.
5.	Employee Files					
a.	Employee Time Sheets (official copies)		3		3	After fiscal year prepared
b.	Payroll Records		3		3	After fiscal year prepared.
c.	Employee Personnel Files		5	-	5	After termination.
d.	Supervisors Files		1	-	1	After termination
6.	Work Orders		3	-	3	After fiscal year prepared.
7	Dispatch Logs		2	-	2	After fiscal year prepared
8.	Impound Records		5	-	0	After fiscal year prepared
9	Correspondence Files		3	-	3	After fiscal year prepared.
10.	Student Accounts (microfilm)		7		7	After fiscal year prepared.
						Supersedes schedule approved. 9-22-93

Approved by: *[Signature]* Approval Date: 7/8/02
 Director, Department of Library Archives and Public Records
 RMC 3/8/94