

RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives & Public Records
 RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 542-3741

<input checked="" type="checkbox"/> STATE AGENCY	<input type="checkbox"/> POLITICAL SUBDIVISION	AGENCY NAME Northern Arizona University		
ORG UNIT/DIVISION Facilities Development		OFFICE Business Manager	PHONE 523-6724	
ADDRESS P.O. 5637		CITY Flagstaff	AZ	ZIP 86011
SUBMITTED BY		TITLE	SIGNATURE X	

No	RECORDS SERIES	RETENTION PERIOD (YRS)			REMARKS :
		OFFICE	R.C.	TOTAL	
1	Construction Files (includes CUFFS audit hard copy)	perm.		perm.	Microfilm files and discard originals. Master microfilm will be kept in Cline Library vault.
2	Building Photos and Negatives	—	—	Life of Bldg.	University Archives may select photos of historic value.
3	Building Studies, such as study of asbestos	—	—	Life of Bldg.	
4	Financial Records for building construction			Life of Bldg.	
5	Grant Files	—		Life of Bldg.	Transfer to Construction File
6	Major Equipment Installation and Renovations Records	—		Life of Equip.	
7	Building Renewal Budget, time table, deferred maintenance	10	—	10	After Date Created.
8	Building Renewal Correspondence	10	—	10	After Date Created or Rcvd.
9	Building Renewal Reports	10	—	10	After Date Created.
11	General Correspondence not related to a specific case or project	2	—	2	After Date Created or Rcvd.
12	Committee Minutes, by-laws, and policies	2		perm.	Transfer to University Archives
13	Personnel Search, applications interview notes	2		2	After date position is filled
14	Guarantees and warranties	—	—		Retain until expiration

APPROVED BY: <i>Sharon G. Womack</i>	APPROVAL DATE DEC 5 1991
DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS	
SUPERSEDES REQUEST APPROVED:	

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No.	RECORDS SERIES	RETENTION PERIOD (YRS.)			REMARKS
		OFFICE	R.C.	TOTAL	
15	Long Range or Master Planning Rec.	20		perm.	Transfer copy to University Arch
16	Nonrecord Materials, reading files, duplicate records, etc.			—	Dispose of after informational value has been served.
17	Telephone Bills (Departmental)	1		1	After date of billing
18	Transitory Materials, bulletins, notices of meetings, etc.	3 mos.		3 mos.	After date received
19	Working Documents, notes, drafts	1		1	After final report is completed
20	Records Destruction Certificates	2		2	Copies files w/ADLAPR
21	Annual Reports	10		perm.	Transfer to University Archives
22	Reports, routine progress & activity	2		2	After date prepared
23	Requests for Capital Equipment	—	—	—	Keep until request is denied or equipment is obtained.
24	Bicycle Path Studies	3		3	After date created
25	Parking and Transportation Studies	10		perm.	Transfer to University Archives
26	Parking Facilities Development Proposal Plan	10		10	After date created
27	Parking Lot construction records	perm.		perin.	Microfilm and discard originals
28	Parking Lot maintenance & repair records	5		5	After date created
29	Parking Lot specifications	20		20	After date, or until no longer needed
30	Parking Lot surveys and studies	5		5	After date created or received
31	Parking Lot contract drawings & contract specifications	2		2	Alter date created or received
32	Demolition of Houses, contracts and records. Record copy.	5		perm.	Transfer to University Archives
33	Maps—site maps, topographic, utility	Life of Bldg.		Lifeof Bldg.	
34	Property Records (Record Copy)	Life of Bldg.		Life of Bldg.	
35	Plans and drawings	Lifeof Bldg.		Lifeof Bldg.	

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AGENCY NAME <p style="text-align: center;">Northern Arizona University</p>	OFFICE <p style="text-align: center;">Facilities Development</p>	PAGE 3 OF 3
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No.	RECORDS SERIES	R. S. CODE	RETENTION (YR)			REMARKS
			OFFICE	R. C.	TOTAL	
36	Property Exchange Agreements		Life		Life	of
			Bldg.		Bldg.	
37	Right of Way Easements (Record Copy)		Life/		Life	of
			Bldg.		Bldg.	
38	Survey Records		Life/		Life	of
			Bldg.		Bldg.	
39	Zoning Records		5	—	5	After date created or rcvd.
40	Long-range Street Plans		2		2	After project is completed or canceled.
41	Maps and Plans of Streets		Life		Life	of Streets
42	Street Abandonment Records		Life		Life	of Streets
43	Street & Curb Construction Rec.		10		10	After date created
44	Street & Curb Maintenance Rec.		5		5	After date created
45	Streets, both campus & city. agreements, correspondence		20		20	After date created or rcvd.
46	Utilities—Energy Committee Meeting minutes		2		perm	Transfer to University Archi\
47	Utilities—Energy Surveys		5		5	After date created
48	Mechanical Studies		5		5	After date created
49	Tunnel Studies (Utilities)		5		5	After date created

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