



RECORDS DETENTION 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 Inn at NAU		OFFICE Password: AOK-INN	PHONE 823-1616
ADDRESS P.O. Box 5606, NAU		CITY Flagstaff	ZIP 86011
SUBMITTED BY Ken Heering		TITLE General Manager	SIGNATURE X <i>[Signature]</i>

NO.	RECORDS	SERIES	R.S., CODE	RETENTION (YR.)			REMARKS
				OFFICE	R.C.	TOTAL	
1.	Nightly Audit Reports		469254	1	4	5	After fiscal year prepared.

APPROVED BY: <i>[Signature]</i> DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS	APPROVAL DATE: MAR 2 1993
SUPERSEDES REQUEST APPROVED:	