

STATE OF ARIZONA

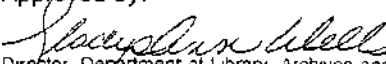
Department of Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 Phone: (602) 542-3741 - FAX (602) 542-3890

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State Agency Password:	Political Subdivision:	Agency Name Northern Arizona University
Org. Unit /Division: Ombuds	Office	Phone: 520-523-9358
Address: NAD, P.O. Box 5693	City: Flagstaff	State ZIP AZ 86011-5693
Submitted By (Name): Dr. Gary Buckley	Title: Director	Signature <i>X Gary Buckley</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. RETENTION (YR.)			REMARKS	
		Code	off.	R.C. Total		
1.	Aggregate Data Reports (monthly data sheets)		5	-	5	After calendar year prepared.
2.	Case Reference Documents (non-record copies supplied by Human Resources, Affirmative Action)		-	-	-	After last client contact. Confidential.
3.	Department Personnel Audits/Original Data Summary Documents		6	-	6	After calendar year prepared. Confidential.
4.	Original Mediation Agreements		6	-	6	After calendar year prepared. Confidential.
5.	Safe Working & Learning Environment Attendance Records		-	-	-	After termination of employment @ NAD.
6.	Safe Working & Learning Environment Project Files		6	-	6	After calendar year prepared.
7.	Working Notes-Client Conferences					After last client contact. Confidential.

Approved by:  Director, Department of Library, Archives and Public Records	Approval Date: <p style="text-align: center; font-weight: bold; font-size: 1.2em;">JAN 21 1999</p>
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