

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

E-mail: rmd@lib.az.us



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State Agency Password	Political Subdivision	AgencyName Northern Arizona University			
Org Unit/Division Office of the President		Office		Phone 928-523-3232	
Address P O. Box 4092 NAU		City Flagstaff		AZ	Zip 86011-4092
Submitted By (Name; Patty Vanden Heuvel		uue Executive Aide to the President		Signature X	

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	President's Speeches		5	-	5	After calendar year delivered Transfer to University Archives for permanent preservation
2	Legislative Internship Applications					After position filled
						Supersedes schedule approved 12-9-91

Approved by	Approval Date
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