

# *Retention Work Instruction*

<b>General Records Series</b>	<b>General Ret Total</b>	<b>General Ret Remarks</b>
Duplicates / Copies	-----	Not longer than official record is kept
Working Papers/Feeder Documents	-----	After final document has been created or administrative or reference value has been served, whichever is longer
Publications	1 year	After superseded or obsolete (Obtain publication number from ADEQ Communications Office)
Email/Correspondence:		
Non-Case or Project	-----	After administrative or reference value has been served
Program:		
Official Record	-----	Retain with, and for same period as required for, Program record series
Copies	-----	Not longer than official record is kept
Databases:		
Field/Data Collection Sheets	-----	After entered data is verified or after administrative or reference value has been served, whichever is later
Electronic Data	-----	After superseded or obsolete or after administrative or reference value has been served, whichever is later
Legislation Records:		
Case Files for legislation proposed by agency	Permanent	Preserve pursuant to ARS §39-101
Legislation Tracking Files	1 year	After either calendar year or fiscal year passed into law or defeated
Litigation	-----	No record shall be destroyed that is part of an ongoing litigation
Personnel:		
Hiring Selection Records	Not longer than 2 years 6 months	After either calendar year or fiscal year created or received
Section/Supervisor Personnel Files	between 6 months and 5 years	After either calendar year or fiscal year employee terminated or transferred
Employee Leave and Time Records	Between 1 and 3 years	After fiscal year created or received
Travel Claims	Between 1 and 3 years	After fiscal year created or received
Budget Records	Not longer than 3 years	After fiscal year covered by budget
Purchase Orders	Between 1 and 3 years	After fiscal year created or received
Contracts, ISAs, and IGAs etc.	Not Longer than 6 Years	After either calendar year or fiscal year fulfilled, cancelled or revoked

Audits	Not Longer than 7 Years	After fiscal year report completed or after reference value has been served, whichever is later
ADEQ Annual Reports	Not longer than 10 years	After either calendar year or fiscal year reported or after reference value has been served, whichever is later.
ADEQ Strategic Plans and Goal Records (including 5-year, 10-year and long range planning records)	Not longer than 5 years	After either calendar year or fiscal year created or received or after administrative value has been served, whichever is later
Transitory Materials:		
Lists, Logs, and Reading/Reference Files	-----	After administrative or reference value has been served
Appointment Calendars/Planners	1 Year	After calendar year of last entry or after administrative or reference value has been served, whichever is later
Grants:		
Historically Significant	Permanent	Preserve pursuant to ARS §39-101
All Other Program Records	3 years	After fiscal year quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer
Unsuccessful Grant Application Records	1 year	After rejected or withdrawn or after administrative or reference value has been served, whichever is later
Committee, Board, Commission, Council, or Task Force Records (Decision Making):		
Meeting minutes (including information needed to clarify minutes)	Permanent	Preserve pursuant to ARS §39-101
Reports/Studies resulting in no action	5 years	After either calendar year or fiscal year submitted or after administrative value has ended, whichever is later
Reports/Studies resulting in a project	-----	File with project records
Everything other than meeting minutes and reports/studies	3 years	After either calendar year or fiscal year created or received
Committee or Task Force Records (Non-Decision Making):		
Progress/ Activity/Statistical Reports (including weekly or monthly reports to supervisors and managers and status reports but not including official agency annual report)	-----	After administrative or reference value has been served
Rule Making Records	1 year	After either calendar year or fiscal year rule is rejected, superseded or no longer in effect, or after administrative or reference value has been served, whichever is later
Customer Service Records (including customer surveys)	-----	After administrative or reference value has been served
Maps		
With Publication Number	1 year	After superseded or obsolete (Obtain publication number from ADEQ Communications Office)
Without Publication Number	-----	After administrative or reference value has been served
Federal Mandates	-----	Retain for time period required by Federal Agency



<i>Records Series</i>	<i>Ret Total</i>	<i>Ret Remarks</i>
1. Permitted major and Synthetic Minor (SM) Source Facilities (includes asbestos, National Emissions Standards for Hazardous Air Pollutants (NESHAP) for Majors and SM with notifications of renovation/demolition activity)	Permanent	Transfer to State Archives 50 years after facility closed
2. Permitted Minor Source Facilities	20	After facility closed
3. Non-Permitted Facilities (non-Asbestos) (Permit Waiver)	20	After determination
4. Burn Permits	05	After calendar year issued
5. HazMat Burn (includes historical air data, long term environmental studies, trend data and SIP)	10	After calendar year issued