


STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name: University of Arizona - Office Administration	Password:	PAGE A1 OF A2
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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. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
A1.	Appointment calendars (office/individual)		1	0	1	After calendar year created
A2.	E-Mail messages including sender and receiver identification; time and date sent and received; complete message and any attachments: a. Messages maintained on PCs or portable electronic media * Meeting the requirements of the definition of records pursuant A.R.S. 41-1350 b. Messages maintained on mail servers c. Messages created with software applications, transmitted via E-mail and maintained in machine readable form d. E-Mail system back-ups e. E-Mail master address books and distribution lists printouts f. Routine non-records messages		-	-	-	Retain for the same length of time as required for the same information in hardcopy. " " After backup is created After updated or modified (recommend monthly printout) Retain until information value has been served, same as paper records
A3.	Employee time & leave records: Daily time sheets, leave documents		1	4	5	After calendar year created (29 CFR 1627.3) [A.D.E.A.]
A4.	General correspondence - not related to a specific case or project: a. Official copy (signed original or a copy of a signed original) b. Final draft, paper or electronic media kept as a non-record for convenience (see 14a) c. Earlier drafts (see A14a)		1	1	2	After fiscal year created or received. Review for archival value. After official copy created After superseded
A5.	Logs: a. Building entry logs b. Telephone messages, sign-in sheet, etc.		2	1	3	After fiscal year created "
			1	0	1	Note: All Retention periods apply to paper and/or <i>electronic media</i> records. Supersedes Schedule dated: 9-2-97

Approved by:  Director, Department of Library, Archives and Public Records RMC 3 R3/94	Approval Date: <p style="text-align: center; font-size: 1.2em;">APR 6 2000</p>
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