

RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION

1919 West Jefferson Street

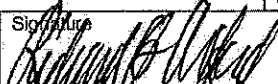
Phoenix, Arizona 85009

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State Agency Password AVP-CNR	Political Subdivision	Agency Name State Land Department	
Org. Unit/Division Land Information, Title and Transfer Division		Office	Phone 602-542-4602
Address 1616 W Adams		City Phoenix	State AZ Zip 85007
Submitted By (Name) Richard Oxford	Title Director	Signature 	

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.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	CONTRACTS Cancelled Leases (including agricultural, mineral material, grazing, homestead, mineral, education, Bureau of Land Management (BLM) cabin sites, government recreation leases, concession/Bureau of Reclamation (BOR), institutional or commercial)	320234	3	97	100	After expired, cancelled, or revoked
2.	Cancelled Permits (including prospecting, oil and gas, water sales, special land use, incidental use, recreation and right of entry)	320334	1	99	100	After expired, cancelled or revoked
3.	Right of Way Leases	000034	5	95	100	After expired, cancelled or revoked
4.	Urban Planning Records		Perm	-	Perm	Transfer paper records to State Archives after imaged and verified. Retain microfilm and electronic image in office permanently.
5.	Long Term Commercial Leases		Perm	-	Perm	Transfer paper records to State Archives after imaged and verified. Retain microfilm and electronic image in office permanently. (Security master in RMC vault)
Supersedes Schedule Dated: March 3, 2003						

Approved by:
X 
Director, Arizona State Library, Archives and Public Records
RMC-3 R9/01

Approval Date:
FEB 13 2006

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No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
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6.	Withdrawn/Denied New Applications (not existing leases or permits)	160334	1	24	25	After withdrawn or denied
7.	TITLE Land Ownership Records (Title) (including Clear Lists, Certificate of Purchase (CP), Patents, Selection Exchanges, US Government, Miscellaneous Titles, Deeds of Relinquishment, Deeds of Reconveyance, Declaration of Takings)		Perm	-	Perm	Transfer paper records to State Archives after imaged and verified. Retain microfilm and electronic image in office permanently. (Security master in RMC vault)
8.	LEGAL Administrative Docket Records	000690	3	7	10	After case no longer active and all issues resolved
9.	Bankruptcy Records	003725	2	3	5	After case closed
10.	Litigation Records a. Landmark Cases	514925	1	9	Perm	After case no longer active and all issues resolved. Transfer to State Archives
	b. All Other Cases	004925	1	9	10	After case no longer active and all issues resolved.
11.	Commissioner's Orders (in accordance with ARS §37-133A)		Perm	-	Perm	Transfer paper records to State Archives after imaged and verified. Retain microfilm and electronic image in office permanently.
12.	BOARD OF APPEALS (BOA) Board of Appeals (A.B.) Dockets (appeal records and exhibits)	001284	1	-	1	After case closed
13.	Board Packets (including information presented, agendas, exhibits, and appeal and appeal summaries)	630625	2	8	10	After date of meeting

**Supersedes Schedule Dated:
March 3, 2003
Formerly Operations Division**

Approved by:  Director, Arizona State Library, Archives and Public Records	Approval Date: FEB 3 2006
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14.	Records of Meetings		-	-	-	Retain as long as media is audible and viable
15.	All Other Records of BOA (including decisions, orders, meeting agendas and minutes)		Perm	-	Perm	Transfer paper records to State Archives after imaged and verified. Retain microfilm and electronic image in office permanently.
16.	<u>NATURAL RESOURCES</u> Natural Resource Conservation District (NCRD) Records and Minutes		Perm	-	Perm	Preserve pursuant to ARS §39-101
17.	Trespass Records	123725	10	20	30	After case closed
18.	Environmental Records	510125	10	90	100	After case closed
19.	Environmental Education Grant Records					
	a. Regular Grants	651325	6 mo	4.5	5	After final expenditure report received
	b. Fast Track Grants	740025	6 mo	4.5	5	After final expenditure report received
	c. Research Contest Grants	160025	6 mo	4.5	5	After final expenditure report received
	d. Environmental Education Site Grants	170025	6 mo	4.5	5	After final expenditure report received
20.	<u>FIRE MANAGEMENT</u> Fire Records	153725	1	4	5	After fiscal year prepared
21.	Forestry Grant Records	743725	1	4	5	After fiscal year of final expenditure report submitted or after funding agency requirements are met, whichever is longer.
22.	Timber Sales Records		Perm	-	Perm	Preserve pursuant to ARS §39-101

**Supersedes Schedule Dated:
March 3, 2003
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Approved by: X _____ Director, Arizona State Library, Archives and Public Records	Approval Date: FEB 16 2006
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23.	Tree Seeding Program Records		20	-	20	After program discontinued
24.	Wildland Fire Reports		Perm	-	Perm	Preserve pursuant to ARS §39-101.
						Supersedes Schedule Dated: March 3, 2003 Formerly Operations Division

Approved by: X <i>[Signature]</i> Director, Arizona State Library, Archives and Public Records RMC YR9/01	Approval Date: 11/13/2003
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