RECORDS RETENTION AND DISPOSITION SCHEDULE

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Arizona State Library, Archives and Public Records RECORDS MANAGEMENT DIVISION 1919 West Jefferson Street Phoenix, Arizona 85009

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								PAGE	1 of 4
State Agency Password Political Subdivision AVP-CNR			Ager Sta	Agency Name State Land Department					
Org. Unit/Division Land Information, Title and Transfer Division			Offic	Office					12-4602
Addre	ss 6 W Adams		City Ph	oenix		.8.	À	State AZ	Zip 85007
Submitted By (Name) Richard Oxford Title Director			•			Sign	and block		
(CU	suant to ARS \$41-1351, the following irrent litigation, or are necessary for a irrant the extension of any of these re les may be appropriate for transfer to period. Only the F	n audit, keeping rec tention periods that the Archives, please	ords beyo records s s contact	nd their ret hould be ke the Records	ention pe pt longer Manage	riod is Illeg than the p ment Divis	ial. If you believe th reriod listed below o	at special circ r that any of th a change to t	umstances iese record
No.	RECORD SERIE		R.S. Code	RETE Off.	NTION (YR.)	R (Include star	EMARKS	etention.)
1.	CONTRACTS Cancelled Leases (including agricultural, mineral material homesite, mineral, education of Land Management (BLM) sites, government recreation concession/Bureau of Recla (BOR), institutional or comm	, grazing, n, Bureau cabin leases, mation	20234	3	97	100	After expired, o	_	
2.	Cancelled Permits (including prospecting, oil and gas, wa special land use, incidental recreation and right of entry	ter sales, use,	20334	1	99	100	After expired,	cancelled o	r revoked
3.	Right of Way Leases	0	00034	5	95	100	After expired,	cancelled o	rrevoked
4.	Urban Planning Records			Perm	- .	Perm	Transfer papel Archives after Retain microfil image in office	imaged and m and elec	d verified. tronic
5.	Long Term Commercial Lea	ses		Perm	-	Perm	Transfer paper Archives after Retain microfil image in office (Security mast Supersedes 5 March 3, 2003	imaged and m and elect permanenter in RMC Schedule D	d verified. tronic tly. vault)
X		Lulls s and Public Recor	ds				Appro	oval Date; FEB 1	3 2006
w spec 1 d. Mar.	tor, Arizona State Library, Archive RIAC-3 R9/01			A STATE OF THE PERSONS					

RECORDS RETENTION AND DISPOSITION SCHEDUL

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State Agency Password AVP-CNR	Political Subdivision	Agency Name State Land Department	
Org. Unit/Division		Office	

Land Information, Title and Transfer Division

Pursuant to ARS \$41-1351, the following retention periods represent the maximum time records may be kept pending or current illigation, or are necessary for an audit, keeping records beyond their retention period is it special circumstances warrant the extension of any of these retention periods records should be kept longer it or that any of these record series may be appropriate for transfer should be transferred to the Archives ples Management Division to inquire about a change to the retention periods. Only the State Library Records Management Division to inquire about a change to the retention periods. Only the State Library Records Management Division to inquire about a change to the retention periods.

No.	RECORD SERIES	ECORD SERIES R.S. RETENTION (YR.)			REMARKS	
		Code	Off.	R.C.	Total	(Include start point of retention.)
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	, m	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

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Director Arizona Scate Library

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RECORDS RETENTION AND DISPOSITION SCHEDU

PAGE 3 of 4 Agency Name State Agency Password Political Subdivision State Land Department **AVP-CNR** Office Org. Unit/Division

Land Information, Title and Transfer Division

Pursuant to ARS (41:1351) the following retention periods represent the maximum time records may be kept. Unless records repending or current litigation or are indessary for an audit keeping records beyond their retention period is illegal. If you believe special circumstances warrant the extension of any of these retention periods records should no kept longer than the period lists or that any of these record series may be appropriate for transfer should be transferred to the Archives; please contact the Roll Management Division to inquire about a change to the retention period. Only the State Library Records Management Division to authority to extend records retention periods.

No.	RECORD SERIES	RECORD SERIES R.S. RETENTION (YR.)		(YR.)	REMARKS	
		Code	Off.	R.C.	Total	(Include start point of retention.)
14.	Records of Meetings		•	٠	· -	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.	NATURAL RESOURCES Natural Resource Conservation District (NCRD) Records and Minutes		Perm	<u>.</u>	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
	b. Fast Track Grants	740025	6 mo	4.5	5	received 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
	FIRE MANAGEMENT					
20.	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 Formerly Operations Division
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State Agency Password Political Subdivision	Agency Name
AVP-CNR	State Land Department
Org. Unit/Division	Office
Land Information, Title and Transfer Division	

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No.	RECORD SERIES	R.S.		NTION		REMARKS
		Code	Off.	R.C.	Total	(Include start point of retention.)
23.	Tree Seeding Program Records		20	-	20	After program discontinued
24.	Wildland Fire Reports		Perm	-	Perm	Preserve pursuant to ARS §39-101.
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						Supersedes Schedule Dated: March 3, 2003 Formerly Operations Division
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