

Records Retention

This information is taken from the Arizona State General Records Retention Schedule. Before destroying any records, view the documents and links on the employee resource page. For full details or questions regarding the schedule, visit the UA Records Retention website at <https://records.arizona.edu/> or email them at records@fso.arizona.edu.

Advisory Board Meetings (Governing Board/Committee)

Location: Clerk Records, #10260

This pertains to Advisory Board committee records retained by administration in each county.

Meeting minutes including the agenda and back-up/supporting documentation for approved items from meeting.

Retention – Permanent

Accounts Payable and Receivable

Location: Financial Records, #10055

This pertains to financial records retained by the business administration in Yavapai County.

Examples include POs, invoices and receipts, credit card receipts, cash transaction records, gift and donation records.

Retention – 5 years after fiscal year received. SEE NOTE #1 & #3

Affirmative Action – Support Documents

Location: Human Resources/Personnel Records, #20686

This pertains to the AAP support documents retained by administration in each county.

Support documentation for a final report such as AAP forms and monthly reports.

Retention – 3 years after created or received.

Annual Desk Audit

Location: Audit Records, #20088

This pertains to the annual desk audit retained by administration in each county.

Copy of the submitted annual desk audit.

Retention – 5 years after fiscal year report completed.

Annual Reports

Location: Administrative and Management Records, #10270

This pertains to Annual Reports retained by administration in each county.

Annual reports of departments, colleges, administrative, or support units. Two paper copies must be sent to the following address: *Library Archives and Public Records State Library of Arizona, Attn: State Docs, 1919 W. Jefferson St., Phoenix, AZ 85009.* And send an electronic copy to research@azlibrary.gov.

Retention – 10 years after calendar year created.

Banking Records

Location: Financial Records, #10060

This pertains to financial records retained by the business administration in Yavapai County.

Includes bank statements, warrant registers, reconciliation records, transfers, deposits, and change fund audits.

Retention – 7 years after fiscal year created.

Copier Usage Records, Postal Charge Records, and Shipment Records

Location: Copy Center and Mail Room Records, #20258, #20260, #20262

This pertains to records retained by the business administration in each county.

Includes copy counts spreadsheet(s), FedEx transaction receipts, and postage logs saved to BOX.

Retention – One year after fiscal year created or received.

Employee Personnel Records

Location: Human Resources/Personnel Records, #20704, 20705, 20706

This pertains to employee personnel files retained by the business manager in Yavapai County.

Personnel records include hiring documents, performance reviews, training certificates, etc.

- A. Official copies: Retention – 5 years after termination.
- B. Non-official copies: Retention – 6 months after termination
- C. Contract employees: Retention – 6 years after contract expiration, cancelled, or revoked

Employee Summary Records

Location: Human Resources/Personnel Records, #20709

This pertains to employee records retained by the business manager in Yavapai County.

Summary records include name, dates of employment, and job titles used to answer job reference questions.

Retention – 15 years after termination

Events Records

Location: Officials Records, #10156

This pertains to events hosted by programmatic employees and volunteers in each county.

Including but not limited to planning, registration/attendance lists, and presentation materials/handouts.

Retention – 2 years after calendar year created or received.

Faculty/Staff Meetings

Location: Clerk Records, #10263

This pertains to Faculty & Staff meeting records retained by the administration in each county.

Examples include meeting minutes, agendas, notes, correspondence, and action item logs or actions where policy is not set.

Retention – One year after created or after administrative/reference value has been served.

Grants

Location: Administrative and Management Records, #10279, 10280, 10281

This pertains to administrative, financial, and programmatic records for grants retained by the business manager in Yavapai County.

- A. Historical – having enduring and significant value to the public body and meeting requirements.
Retention – Permanent
- B. Non-historical – has no enduring or significant value
Retention – 3 years after quarterly annual or final expenditure report submitted and approved or after funding agency requirements are met whichever is longer.
- C. Unsuccessful applications
Retention – One year after rejected or withdrawn.

Hiring Search Records

Location: Human Resources/Personnel Records, #20721, 20742

This pertains to new employee hiring search records retained by the business administration in Yavapai County.

Includes position descriptions, applications, search committee members, recruitment, recruitment and hiring authorizing, nominations, selection criteria, reference checks, interviews, candidate presentations, and all related correspondence, includes volunteers etc. *Any notes related to the hiring process on applications, interviews, etc. must be kept for anti-discriminatory purposes.*

Retention – 3 years after position filled or abandoned. **SEE NOTE #5 & #6**

Payroll Records and Employee Time/Leave Records

Location: Financial Records, #10085; Human Resources/Personnel Records, #20732

This pertains to the leave requests retained by administration in Yavapai County.

Includes leave request emails, forms, and electronic calendar saves. If certain leaves requests are kept with the personnel file, then retain those records in accordance with that retention period.

Retention – 3 years after fiscal year created or received. **SEE NOTE #1 & #2**

PCard Receipts – Originals

Location: FSO

This pertains to PCard receipts retained by the business administration in each county.

Includes paper copies of forms and receipts that have already been attached to the appropriate eDoc in UAccess Financials.

Retention – 180 days

PCI Compliance Documentation

Location: Information Technology (IT) Records, #20794

This pertains to PCI Compliance records retained by the business administration in Yavapai County.

Includes PAN Scan results, Awareness Acknowledgement forms, training logs, etc.

Retention – 5 years after created or received.

Phone Logs

Location: Administration and Management Records, #10287

This pertains to the monthly counts retained by administration in each county.

Tabulated counts of logged telephone calls and monthly counts.

Retention – One year after final report created.

Press Releases

Location: Officials Records, #10161; Public Information and Marketing Records, #10030

This pertains to press releases sent out and retained by administration in each county.

Includes news and communication to the public about events and special recognition.

Retention – 2 years after calendar year created or received.

Sign-In Sheets

Location: Administration and Management Records, #10287

This pertains to the sign-in sheet retained by administration in each county.

Includes office sign-in sheets and tabulated monthly and yearly counts.

Retention – One year after final report created or after administrative/reference value has been served.

NOTES

1. If any paperwork is used as a reference for the office and has been submitted to the proper Administration offices (i.e. Financials and HR) on campus, such as FML documents, then the retention is no longer than 2 years.
2. UAccess Employee services went live September 21- October 4, 2009. Use this when factoring in employee personnel record retention.
3. UAccess Financials went live October 5, 2011. Use this when factoring in financial record retention.
4. After July 1, 2006, send all records to Financial Service office--compliance unit, paper records are then imaged by FSO records management. Per federal regulation, CFR 48 subpart 4.703(c), paper records are disposed of after one fiscal year of storage.
5. Yavapai Master Gardener applications need to be kept for 3 classes/location (ex. class in 2017; keep until 2021)
6. See email saved in BOX regarding search committee materials.