

Policy 2025: Records Retention and Maintenance

Original Adopted Date: August 20th 2025

Status: Approved

PURPOSE

Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives, and Public Records (LAPR) has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed by the LAPR Retention Schedules are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit, and investigative risks to the District. These risks need to be considered by the District when there may be a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations, or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of the general retention schedule.

Each academic and business operations department within the District is responsible for following LAPR records retention and maintenance or destruction directions pertaining to all records in whatever format or medium produced within their area of responsibility. Operating procedures should be developed and maintained within each department or area to ensure the LAPR directives are followed.