

# RECORD RETENTION

Chandler Unified School District and the Arizona State Archives and Records Management strives to maintain the leanest and most mission-critical documentary record for the state. Our goal is to work with the state to identify all records of importance.

Following the instructions below will ensure we are meeting all requirements.

## **Archival Value**

Permanent records are any records in which the retention period is listed as “Permanent” on an approved Retention Schedule (General). Use the retention periods listed from the General Retention Schedule to retain the required time records. Records will be promptly and orderly disposed of at the end of their retention period. The schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction.

## **How and What to Archive**

Our Record Retention page includes a link to the AZ State Library, Archives, & Public Records Retention Schedules website. This link will direct you to the Arizona Library retention schedules page (<https://azlibrary.gov/arm/retention-schedules>) On this page, click on the link pictured below.

### General Retention Schedules

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Retention schedules are used by government bodies to identify records of enduring value, foster proper disposition of records, and conform to ARS 41-151.14.

General Retention Schedules cover records common across multiple levels of government. By encouraging the use of these general schedules, LAPR hopes to provide consistent retention across all levels of government. General Schedules can be found here:

- [Fully Searchable PDF of ALL GENERAL RETENTION SCHEDULES](#)



Custom retention schedules are specific to one public body. These are used to plan the disposition of records unique to a public body. Custom schedules can only be used by the specific organization they are created for. General schedules supersede all existing custom schedules with the following exception: the custom schedule retention period is longer than the general schedule retention period.

[Browse and Search Current Custom Retention Schedules](#)

# RECORD RETENTION

You will be directed to a fully searchable PDF of All General Retention Schedules. Here you will search for the General Schedule, Record Series Number & Title/Description and retention period specific to you.

On these pages you will find the information needed to complete your archive labels and the excel archive log sheet.

It is important to note that the Arizona State Library, Archives & Public Records does not provide custom retention schedule for public school districts. As a result, we must manually review the information within the fully searchable file to find the applicable retention schedules for our records.

## General Retention Schedule Created For:

### *All Public Bodies (General Schedules)*

### Financial Records

Function	Record Series Number & Title/ Description	Retention Period	Remarks & Citations	Approval Date
Financial Records	<b>10086 - Payroll Records, All other records</b>	4 Years	After fiscal year contributions were due or paid	Jul 23 2015
GS-1017	Including, but not limited to, payroll registers (gross and net), annual earning summaries, payroll adjustments and reimbursements, payroll voided checks, and other records documenting all remuneration made to employees, employers contributions and all Social Security contributions and adjustments			
Financial Records	<b>10087 - Third Party Collection Agency Records, Accounts assigned to outside collection agency</b>	7 Years	After date of last charge to account	Jul 23 2015
GS-1017				
Financial Records	<b>10088 - Third Party Collection Agency Records, Statement and reconciliations</b>	7 Years	After fiscal year created or received	Jul 23 2015
GS-1017				
Financial Records	<b>10089 - Unclaimed Property Records, Report submitted to Arizona Department of Revenue (ADOR) per ARS 44-323</b>	5 Years	After fiscal year created or received	Jul 23 2015
GS-1017				
Financial Records	<b>10090 - Unclaimed Property Records, Un-cashed checks</b>	5 Years 6 Months	After fiscal year created	Jul 23 2015
GS-1017				

# RECORD RETENTION

## Labels (orange/yellow)

Labels are provided by warehouse (Orange Labels- Permanent Records/ Yellow Label- Non-Permanent Records). Please email [grano.juan@cusd80.com](mailto:grano.juan@cusd80.com) to request labels needed for your boxes. Your request will be transferred with the inter-office mail. Record Retention Labels information is listed and provided on the Record Retention Page. Scroll to the bottom of the page. You will find the category field with a list of Titles. Click the Label Title needed for your archives. A word file will download with 2 labels per sheet. Labels are in order of retention years. Print your label.

**Record Retention Labels**

**INSTRUCTIONS:**  
You can **scroll down** to browse all Labels in order by schedule name.

Search by:

Category:

Submit

Public Info and Marketing  
Purchasing Procurement  
Risk Management  
Sales Tax  
Special Education Student  
**Student**  
Student Child Abuse  
Treasurer  
Warehouse

[Support Se](#)

CHANDLER UNIFIED SCHOOL DISTRICT – RECORD RETENTION LABEL

**STUDENT RECORDS**

Four (4) Years. SITE/DEPT.:  BOX:

	CONTENTS/NOTES
<input type="checkbox"/> 21175.Daily Attendance Records	
<input type="checkbox"/> 21176.School Registers	
<input type="checkbox"/> 21177.Certificates of Educational Convenience (CEC)	
<input type="checkbox"/> 21178.Disciplinary Records	
<input type="checkbox"/> 21179.Excused Absence Records	
<input type="checkbox"/> 21181.Counseling Session Records	
<input type="checkbox"/> 21182.Professional and Working Records	
<input type="checkbox"/> 21184.Access and Release Records	
<input type="checkbox"/> 21187.Student Activities Records	
<input type="checkbox"/> 21191.Anecdotal Records	
<input type="checkbox"/> 21192.Non-medical Professional Reports	
<input type="checkbox"/> 21193.Student withdrawal Notices	
<input type="checkbox"/> 21197.Student Insurance Records	
<input type="checkbox"/> 21199.Tuition Program Records	
<input type="checkbox"/> 21200.Affidavits of Intent to Home School	
<input type="checkbox"/> 21202.Registration Records for Students Who Never Attend School	
<input type="checkbox"/> 21206.All other Non-permanent Student records	

**School Year:**  **Shred Year:**

Student

[1 Year](#)

[2 Years](#)

[3 Years](#)

[4 Years](#)

[5 Years](#)

[Permanent](#)

## RECORD RETENTION LABEL

SITE/DEPT: Abbreviated School or Site Name

Box: Unique number to your box

School Year: Fiscal Year records were created

Shred Year: Year box will be disposed of.

# RECORD RETENTION

## Archive Log (excel format)

WORK ORDER #	SITE NAME	BOX NUMBER	RECORD SERIES TITLE	SCHEDULE NUMBER	RECORD SERIES NUMBER	RECORDS START DATE	RECORDS END DATE	ELIGIBLE TO DESTROY DATE	COMMENT
528050	CHS	24-202-1	STUDENT RECORDS: PERMANENT	GS-1074	21194	7/1/2023	6/30/2024	PERMANENT	FOR OFFICE USE ONLY
528050	CHS	24-202-2	STUDENT RECORDS: PERMANENT	GS-1074	21194	7/1/2023	6/30/2024	PERMANENT	FOR OFFICE USE ONLY
528050	CHS	24-202-3	STUDENT RECORDS: ACTIVITIES	GS-1074	21187	7/1/2023	6/30/2024	2028	FOR OFFICE USE ONLY
528050	CHS	24-202-4	STUDENT RECORDS: ACTIVITIES	GS-1074	21187	7/1/2023	6/30/2024	2028	FOR OFFICE USE ONLY
528050	CHS	24-202-5	STUDENT WITHDRAWAL NOTICES	GS-1074	21193	7/1/2023	6/30/2024	2028	FOR OFFICE USE ONLY

Work Order #: The W/O# is generated by Incident IQ. Your site admin will provide you with this number when the W/O is submitted.

Site or Dept: Abbreviated School or Department Name

Box Number: Current school year/site number/box number (24-202-1). Recommend the box number start over at the start of new school year

Records Series Title: Submit the exact series title description found in the Retention Schedule Database.

Schedule Number: General Retention Schedule Number

Records Series Number: Submit the exact series title number found in the Retention Schedule Database.

Records Start Date: Enter the earliest date of records you are requesting to destroy under the Records Start Date column

Records End Date: Enter the latest date for the records you are requesting to destroy under the Records End Date column

Eligible to Destroy Date: Enter the date the records were eligible for destruction

Comment: Contents of boxes

## Now that you have the information, you are ready to do the following steps:

1. Files must be boxed in bankers/archive boxes. Remember only one schedule number and year per box.
2. Place two archive labels on each box. Short side of boxes.
3. Your Site admin will submit an Incident IQ work order to pick-up of the archive boxes. A work order # will be required for the archive log. ([CUSD Warehouse Tickets in Incident IQ](#))
4. The warehouse will schedule the pickup after all these steps have been completed.