

HOW AND WHAT TO ARCHIVE

Second item on the Record Retention page is a link that takes you to the AZ State Library, Archives, & Public Records Retention Schedules website. When on the State website click on, go to "Fully Searchable PDF of ALL GENERAL RETENTION SCHEDULES"

Retention Schedules

General Retention Schedules

If you have a record series listed as permanent, or it is historically significant, please contact the State Archives at (602) 926-3720 for next steps.

[Permanent and Historical Records](#) 

General Schedules supersede all existing custom schedules with the following exception: the custom schedule retention period is longer than the general schedule retention period.

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



What do I archive?

First question – What is the subject matter that you are wanting to archive, student, financial, or student activities.

Second question – After you find the schedule you need find the record series number that fits your item best. Such as attendance, grades, or immunization.

If you have something you are not sure where it fits or if it fits on the retention schedule contact Diana Messersmith at 480-812-7227.

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

1. Box up your archives. Remember only one schedule number and year per box.
2. Archive label
3. Ask your site admin for a school dude request number for the pick-up of your boxes
4. Archive log - **Remember PERMANENT Student files do not need an archive log.**
5. Email Diana Messersmith your archive log in excel format

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Example of archiving non-permanent student files

CHANDLER UNIFIED SCHOOL DISTRICT – RECORD RETENTION LABEL	
STUDENT RECORDS	
Four (4) Years.	SITE/DEPT.: 1 BOX: 2
<ul style="list-style-type: none"> <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 3 <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 	<p style="text-align: center; font-size: small; margin: 0;"><i>CONTENTS NOTES</i></p> <div style="border: 1px solid black; height: 150px; margin-top: 10px; position: relative;"> 4 </div>
School Year: 5	Shred Year: 6

1. Abbreviate your site name or department or use your site/dept. number.
2. Enter a unique number; do not use the numbers you used in prior years.
3. Check off all the box next to the Record Series that correspond with archived items in the box
4. Brief description of contents, such as “health records A-L” or “attendance Nov - Apr”. This will help in locating information you may need to retrieve once the box is archived.
5. Enter fiscal year records were created
6. Calculate and enter the year archive box is to be shredded.

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How you fill out your archive log:

SCHOOL DUDE#	SITE OR DEPT	BOX NUMBER	AZ STATE LIBRARY ARCHIVES AND PUBLIC RECORDS RECORD SERIES TITLE	SCHEDULE NUMBER	RECORD SERIES NUMBER	SCHOOL YEAR	COMMENT	SHRED YEAR
1	2	3	4	5	6	7	8	9

Chandler Unified School District
Date Created: 8/29/2019 1:22PM

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Printed on: 9/4/2019

Work Order ID	434913	Craft	Warehouse	Completion Date	9/4/2019
Description	See Kim, Pick up 7 boxes of archived records. BOX 142-148. See archive log.				
Location	Santan Junior High	Request Date	8/29/2019		

General Records Retention Schedule Issued to:
All Arizona School Districts and Charter Schools
Student Records

Schedule Number: GS-1074 Rev. 1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
21175	Daily Attendance Records	4 Years	After fiscal year created or received.		8/30/2011

1. You get the information from the work order number your admin has entered for you at your site
2. Your site name, abbreviation of name or site number
3. You unique box number. This may not be re-used; it is unique from year to year.
4. You get this information from the General Records Retention Schedule that you used.
5. You get this information from the General Records Retention Schedule that you used.
6. You get this information from the General Records Retention Schedule that you used.
7. This is the fiscal year that your records were created.
8. Brief description of contents, such as "health records A-L" or "attendance Nov - Apr". This will help in locating information you may need to retrieve once the box is archived.
9. This is the year that the records will be shredded.