

General Retention Schedule for
 All State And Local Agencies
 Electronic Communications, Social Media and Website Records
 GS 1026

Item #	Records Series	Retention (Yrs.)	Start of Retention
10406.	<p>The actual retention period for an Electronic Communications Record depends upon the content and intent of that communication.</p> <p>Many different topics (content) can be discussed in an Electronic Communication. The Sender / Receiver needs to determine the content of that Electronic Communication, and then retain the Communication for the period of time required for that particular topic (content).</p> <p>The following records series are just several examples of the many different topics (content) that can be discussed in Electronic Communications, and the required retention period for that particular Communication.</p> <p>Electronic Communications – Contracts, Agreements and Lease-Related Records Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata.</p> <p>These records do not include construction contracts.</p> <p>Includes intergovernmental agreements (IGA), mutual / automatic aid agreements, cooperative agreements and memorandums of understanding</p>	6	<p>After contract fulfilled, cancelled or revoked</p> <p>For additional information on Contracts, Agreements and Lease Records, please see <i>Administrative and Management Records General Retention Schedule.</i></p>

**General Retention Schedule for
All State And Local Agencies
Electronic Communications, Social Media and Website Records
GS 1026**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10407.	<p>(MOU).</p> <p>Electronic Communications – General Correspondence-Related Records Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata.</p> <p>These records do NOT include Executive Correspondence.</p> <p>These are records that are not related to a specific project or case.</p> <p>Including, but not limited to, forms, letters, and memos.</p>	-	<p>After administrative or reference value has been served.</p> <p>For additional information on General Correspondence Records, please see <i>Administrative and Management Records</i> General Retention Schedule.</p>
10408.	<p>Electronic Communications – Time and Leave-Related Records, School Districts and Charter Schools Including any content in the actual message, any attachments or links and is not a duplicate record, transitory or retained elsewhere, and the appropriate, minimum required metadata.</p> <p>Including, but not limited to, compassionate leave, donated leave, and military leave.</p>	4	<p>After fiscal year created or received.</p> <p>For additional information on Time and Leave Records, please see <i>Human Resources / Personnel Records</i> General Retention Schedule.</p>

General Records Retention Schedule for
All Public Bodies
Officials Records

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
10154.	<p>Records: http://www.azlibrary.gov/arm/guidelines-standards-and-statutes</p> <p>Constituent Correspondence Records – Non Historical Includes correspondence between any member of the public, organization or business, and an Official, including, but not limited to, citizen comments and complaints.</p>	2	After calendar year created or received.
10155.	<p>Events Records – Historical Records that document the planning for an event, the event itself, and any records related to or in response to the event, and includes presentation materials and handouts, registration and attendance lists, reports, and schedules of speakers and activities.</p>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10156.	<p>Events Records – Non Historical Records that document the planning for an event, the event itself, and any records related to or in response to the event, and includes presentation materials and handouts, registration and attendance lists, reports, and schedules of speakers and activities.</p>	2	After calendar year created or received.