


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>		<b>PROCEDURE 245.1</b>	
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<b>Section:</b>	Administration	<b>Subject:</b>	Record Retention

## PURPOSE

The Arizona Department of Library, Archives and Public Records has established Retention Schedules to protect and control the retention, safekeeping and destruction of records. These records are retained for legal, fiscal, research and historical value.

## PROCEDURE

1. Cabinet Members are responsible for ensuring compliance with the Arizona Department of Library, Archives and Public Records' Retention Schedule ([www.lib.az.us](http://www.lib.az.us)) within their administrative area.
2. No record on the Retention Schedule will be destroyed or otherwise disposed of unless the Arizona Department of Library, Archives and Public Records determines that the record has no further administrative, legal, fiscal, research or historical value.
3. Destruction of records on the Retention Schedule must be reported to the Arizona Department of Library, Archives and Public Records (A.R. S. § 41-1347).