
DCSS Policy & Procedure Unit
Policy Update
PPU: 14-10-001
Date: October 21, 2014
SUBJECT: Record Retention

Please contact the Policy Unit if you have any questions regarding these or any other changes at
<http://dcssvf04/DCSS/PolicyQuestions> or (602) 771-8127.
The IV-D PARTNERS should send POLICY inquiries directly to DCSS-POLICYQUESTIONS@azdes.gov

This Policy Update is to inform staff of changes to the record retention process. DES recently issued a Policy Notification which provided revisions to DES Records Center Procedures. The J-239 Request to Archive form used to submit records for retention with the DES Records Center is now an electronic document. Effective immediately, complete the J-239 online and submit it to the DES Records Center via the Records Center Management System (RCMS) before sending records for retention.

These new procedures can be found in The Port under the Record Retention procedures.

Staff are urged to view this information directly on The PORT and not create a separate personal file. Enter <http://dcssmadcapprod> in your browser to view this Policy Update in Policy Updates 2014.