



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**Custom Records Retention Schedule Issued to:
Arizona Department of Economic Security**

**Schedule Number:
CS-1125**

- Authority:** Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).
- Disposition:** This 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*, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.
- Supersedence:** **This schedule supersedes schedules: 37-12-48, 37-12-49, 37-12-50, CS1029, CS1031,37-11-63,37-11-88, 37-11-55, 37-11-64, 37-11-67, 37-12-31, 37-11-83, 37-11-70, 37-11-62, 37-11-68, CS1067, 37-11-75, 37-11-60, 37-11-59, 37-11-61, 37-12-56, CS1030, 37-12-53, 37-12-54, 37-12-55, 37-09-200, 37-13-5, 37-12-52, 37-12-58, 37-13-6, CS1068, 37-10-22, 37-10-58**

Records Analyst, Secretary of State: Kurtis Chandler	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

RECORDS MANAGEMENT CENTER

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Revised: August 8, 2018

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35048	Department of Economic Security Audit and Management Services	Single Audit Reports	3 Years	After received		6/15/2012
53062	Department of Economic Security Division of Aging and Adult Services	Adult Service Case Records - Unsubstantiated Includes custodian of records requests and unsubstantiated letters.	10 Years	After closed.		5/2/2017
35049	Department of Economic Security Division of Aging and Adult Services	Adult Services Case Records Including custodian of records requests and letters.	25 Years	After closed	ARS§46-459(c)	5/1/2017
35053	Department of Economic Security Division of Aging and Adult Services	Agency Commission on Homeless and Housing (ACHH) Records	5 Years	After calendar year created or received		5/1/2017
35054	Department of Economic Security Division of Aging and Adult Services	Client Correspondence	3 Years	After fiscal year created or received		8/8/2017

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35056	Department of Economic Security Division of Aging and Adult Services	Client Medical Claims/ Social Service records	6 Years	After federal fiscal year processed (45 CFR 164.520 (e))		5/1/2017
35050	Department of Economic Security Division of Aging and Adult Services	Domestic Violence Shelter Fund Reports	5 Years	After calendar year created or received		5/1/2017
35051	Department of Economic Security Division of Aging and Adult Services	Domestic Violence State Organizations Funding Reports	5 Years	After calendar year created or received		5/1/2017
35052	Department of Economic Security Division of Aging and Adult Services	Point and Time Shelter Surveys	2 Years	After calendar year created or received		5/1/2017
35057	Department of Economic Security Division of Aging and Adult Services	Status Reports and Applications	10 Years	After closed		5/1/2017

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35055	Department of Economic Security Division of Aging and Adult Services	Utility Discount Program (UDP) Records	5 Years	After calendar year received		5/1/2017
35061	Department of Economic Security Division of Benefits and Medical Eligibility Family Assistance Administration	Family Assistance Case records (Temporary Assistance for Needy Families (TANF) Cash Assistance (CA) Nutrition Assistance (NA) Medical Assistance (MA) and Tuberculosis control (TC)): Electronic records	5 Years	After quarter prepared or after administrative value has been serve whichever is later		11/15/2011
35060	Department of Economic Security Division of Benefits and Medical Eligibility Family Assistance Administration	Family Assistance Case records (Temporary Assistance for Needy Families (TANF) Cash Assistance (CA) Nutrition Assistance (NA) Medical Assistance (MA) and Tuberculosis control (TC)): Hard copy records not imaged	5 Years	After quarter prepared or after administrative value has been serve whichever is later		11/15/2011
35062	Department of Economic Security Division of Benefits and Medical Eligibility Family Assistance Administration	Family Assistance Federal Reports	5 Years	After federal fiscal year report created or received		11/15/2011

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35059	Department of Economic Security Division of Benefits and Medical Eligibility Family Assistance Administration	Policy Clarification Records	3 Years	After calendar year completed		11/15/2011
35063	Department of Economic Security Division of Benefits and Medical Eligibility Family Assistance Administration	Quality Control Schedules	5 Years	After federal fiscal year report created or received		11/15/2011
35064	Department of Economic Security Division of Benefits and Medical Eligibility Family Assistance Administration	Quality control Worksheets	5 Years	After federal fiscal year report created or received		11/15/2011

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35058	Department of Economic Security Division of Benefits and Medical Eligibility Family Assistance Administration Data Security	Data Security Termination Records	3 Years	After calendar year completed		9/16/2011
35066	Department of Economic Security Division of Business and Finance Accounting	Client Payroll Records	5 Years	After fiscal year created or received		8/30/2011
35068	Department of Economic Security Division of Business and Finance Accounting	Fund Account Reconciliations (transferred from FSA)	8 Years	After fiscal year created or received		8/30/2011
35067	Department of Economic Security Division of Business and Finance Accounting	Journal Vouchers: Manual Payroll Adjustments (transferred from FSA)	8 Years	After fiscal year created or received		8/30/2011

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35069	Department of Economic Security Division of Business and Finance Accounts Receivable and Collections	Development Disabilities Client Records	5 Years	After closed		9/16/2011
35070	Department of Economic Security Division of Business and Finance Accounts Receivable and Collections	Foster Care Client Records	5 Years	After closed		9/16/2011
35071	Department of Economic Security Division of Business and Finance Accounts Receivable and Collections	Parental Assessment Client Records	5 Years	After closed		9/16/2011
35072	Department of Economic Security Division of Business and Finance Office of Facilities Management Risk Management	Investigation Records	5 Years	After case closed		9/22/2011

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35073	Department of Economic Security Division of Business and Finance Office of Facilities Management Risk Management	Unusual Incident Reports	5 Years	After case closed		9/22/2011
35075	Department of Economic Security Division of Business and Finance Operation Support Services Record Center	Box Pickup Transmittals	3 Years	After month completed		4/27/2012
35076	Department of Economic Security Division of Business and Finance Operation Support Services Record Center	Record Storage Transmittals	3 Years	After destruction report submitted to Arizona State Library Archives and Public Records (ASLAPR)		4/27/2012
35074	Department of Economic Security Division of Business and Finance Operation Support Services Record Center	Retrieval Request Records	2 Years	After month completed		4/27/2012

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35084	Department of Economic Security Division of Child Support Enforcement Clearinghouse	Audit Reports - Data Reliability Audit Records / Self- Assessment Audit Records	4 Years	After completed		10/12/2011
35079	Department of Economic Security Division of Child Support Enforcement Clearinghouse	Check Processing Unit: Automated Clearinghouse (ACH) Adjustment Records	3 Years	After completed		10/12/2011
35077	Department of Economic Security Division of Child Support Enforcement Clearinghouse	Check Processing Unit: Bonds	3 Years	After completed		10/12/2011
35078	Department of Economic Security Division of Child Support Enforcement Clearinghouse	Check Processing Unit: Forgery Case Records	3 Years	After Office of Special Investigations (OSI) final report is published		10/12/2011

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35082	Department of Economic Security Division of Child Support Enforcement Clearinghouse	Statistical Reports	3 Years	After calendar year created or received		10/12/2011
35083	Department of Economic Security Division of Child Support Enforcement Clearinghouse	Surveys	3 Years	After calendar year created or received		10/12/2011
35080	Department of Economic Security Division of Child Support Enforcement Clearinghouse	Suspense and Research Unit: Internal Revenue Service (IRS) Tax Intercept Records	3 Years	After completed		10/12/2011
35081	Department of Economic Security Division of Child Support Enforcement Clearinghouse	Suspense and Research Unit: Posted in Error (PIE) Records	3 Years	After completed		10/12/2011

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35087	Department of Economic Security Division of Child Support Enforcement Hospital Paternity Program	Hospital Paternity Program Records: Electronic copy	19 Years	After paternity is established or when child turns 19 years of age whichever comes first		9/29/2011
35088	Department of Economic Security Division of Child Support Enforcement Hospital Paternity Program	Hospital Paternity Program Records: Sources records of permanent value (including forms Acknowledgement of Paternity Rescission or Paternity and Waiver of Paternity Affidavit)	Permanent	Preserve pursuant to ARS Â§39-101. Transfer to State Archives 75 years after child's date of birth		9/29/2011
35090	Department of Economic Security Division of Child Support Enforcement Legal Services	Arizona Parent Locate Records (out-of-town inquiries)	3 Years	After locate capabilities completed		9/16/2011
35091	Department of Economic Security Division of Child Support Enforcement Legal Services	Child Support Enforcement Case Records	3 Years	After quarter closed		9/16/2011

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35092	Department of Economic Security Division of Child Support Enforcement Legal Services	Program Administration Records	5 Years	After fiscal year created or received		9/16/2011
35093	Department of Economic Security Division of Child Support Enforcement System Automation Administration	Ad Hoc (One time special requests) Records	3 Years	After completed		9/27/2011
35094	Department of Economic Security Division of Child Support Enforcement System Automation Administration	Atlas and Project Support Records	3 Years	After final design approved		9/27/2011
35095	Department of Economic Security Division of Child Support Enforcement System Automation Administration	Program Request Changes	3 Years	After change completed		9/27/2011

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35220	Department of Economic Security Division of Developmental Disabilities	Child Outcome / Indicator Records	3 Years	After fiscal year reported in Annual Performance Report.		5/4/2017
35224	Department of Economic Security Division of Developmental Disabilities	Child Records Including paper records and ACTS DES/ DDD FOCUS ASDB databases.	-	After fiscal year of child's 9th birthday.		5/4/2017
35222	Department of Economic Security Division of Developmental Disabilities	Dispute Resolution Records Both formal and informal.	3 Years	After fiscal year complaint resolved.		5/3/2017
35221	Department of Economic Security Division of Developmental Disabilities	Family Surveys	3 Years	After fiscal year reported in Annual Performance Report.		5/4/2017

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35223	Department of Economic Security Division of Developmental Disabilities	Monitoring and Compliance Records Including program reports letters of finding corrective actions and child file audits.	3 Years	After fiscal year created or received and non-compliance corrected.		5/4/2017
35225	Department of Economic Security Division of Developmental Disabilities	Notes from Phone Referrals	-	After confirmation of receipt from appropriate program / agency.		5/4/2017
35219	Department of Economic Security Division of Developmental Disabilities	On-line Referral Records	2 Years	After fiscal year referral made.		5/4/2017
35217	Department of Economic Security Division of Developmental Disabilities	Reports to Local Public Education Agencies Twice yearly regarding children turning three during reporting period.	1 Year	After fiscal year reported.		5/4/2017

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35101	Department of Economic Security Division of Developmental Disabilities Central Office Administration	Agency Grievance and Appeal Records	5 Years	After action completed or hearing decision reached		6/15/2012
35100	Department of Economic Security Division of Developmental Disabilities Central Office Administration	Title XIX Records	3 Years	After calendar year created or received		6/15/2012
35098	Department of Economic Security Division of Developmental Disabilities Central Office Administration Business Operations	Acute Care Surveys	3 Years	After calendar year created or received		6/15/2012

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35099	Department of Economic Security Division of Developmental Disabilities Central Office Administration Business Operations	Developmental Disability Reinsurance Daily/ Monthly Logs	5 Years	After date of service		6/15/2012
35096	Department of Economic Security Division of Developmental Disabilities Central Office Administration Business Operations	Exception Reports	2 Years	After fiscal year created or received		6/15/2012
35097	Department of Economic Security Division of Developmental Disabilities Central Office Administration Business Operations	Extended Stub Reports	2 Years	After fiscal year created or received		6/15/2012

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35102	Department of Economic Security Division of Developmental Disabilities Managed Care	Intermediate Care Facility for Mentally Disabled (ICR/MR) Continued State/ Active Treatment Review Records	4 Years	After calendar year completed		6/15/2012
35103	Department of Economic Security Division of Developmental Disabilities Managed Care	Reports from Health Plans	5 Years	After calendar year received.		6/15/2012
35104	Department of Economic Security Division of Developmental Disabilities Managed Care	Reports to Arizona Health Care Cost Containment System (AHCCCS)	5 Years	After calendar year created.		6/15/2012
53310	Department of Economic Security Division of Developmental Disabilities Program Operations	Member Records – Adults (Terminated)	6 Years	After case terminated.		9/6/2016

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
53311	Department of Economic Security Division of Developmental Disabilities Program Operations	Member Records – Minor (Terminated)	3 Years	After 18 th birthday or six years after last service provided, whichever is later.	ARS §12-2297	9/6/2016
53312	Department of Economic Security Division of Developmental Disabilities Program Operations	Family Surveys	5 Years	After calendar year created or received.		9/6/2016
53313	Department of Economic Security Division of Developmental Disabilities Program Operations	Member Surveys	5 Years	After calendar year created or received		9/6/2016
53314	Department of Economic Security Division of Developmental Disabilities Program Operations	Home Modificaton Records – Adults	6 Years	After case terminated.		9/6/2016

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53315	Department of Economic Security Division of Developmental Disabilities Program Operations	Home Modification Records – Minors	24 Years	After date of birth.	ARS §12-2297	9/6/2016
53316	Department of Economic Security Division of Developmental Disabilities Program Operations	Investigation Records	5 Years	After investigation completed.		9/6/2016
53317	Department of Economic Security Division of Developmental Disabilities Program Operations	Monitoring Records	6 Years	After calendar years created or received.		9/6/2016
53318	Department of Economic Security Division of Developmental Disabilities Program Operations	Adoption Records	99 Years	After closed		9/6/2016

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53319	Department of Economic Security Division of Developmental Disabilities Program Operations	Foster Care Records	10 Years	After closed.		9/6/2016
35113	Department of Economic Security Division of Employee Services and Rehabilitation Services Child Care Administration	Child Care - Certified Home Provider Records	5 Years	After certification expired		9/16/2011
35114	Department of Economic Security Division of Employee Services and Rehabilitation Services Child Care Administration	Child Care - Family Case Records	5 Years	After case closed		9/16/2011

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35115	Department of Economic Security Division of Employee Services and Rehabilitation Services Child Care Administration	Child Care - Provider Fingerprint Clearance Records	5 Years	After no longer certified		9/16/2011
35116	Department of Economic Security Division of Employee Services and Rehabilitation Services Child Care Administration	Child Care - Relative Home Provider Records (non-certified relative providers (NCRP))	5 Years	After closed		9/16/2011
35118	Department of Economic Security Division of Employee Services and Support Appellate Services Administration Administrative Records	Legislative and Administrative Rule Promulgation Records	3 Years	After calendar year created or received		10/14/2011

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35117	Department of Economic Security Division of Employee Services and Support Appellate Services Administration Administrative Records	Unusual Incident Reports	2 Years	After calendar year created or received		10/14/2011
35122	Department of Economic Security Division of Employee Services and Support Appellate Services Administration Division Records	Appeal Case Records: Electronic (imaged) copy	5 Years	After quarter decision issued		10/14/2011
35121	Department of Economic Security Division of Employee Services and Support Appellate Services Administration Division Records	Appeal Case Records: Hard Copy	4 Years	After quarter decision issued		10/14/2011

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35123	Department of Economic Security Division of Employee Services and Support Appellate Services Administration Division Records	Appeals ProceSSION System (APS) Electronic Records	5 Years	After quarter case closed		10/14/2011
35119	Department of Economic Security Division of Employee Services and Support Appellate Services Administration Division Records	Digital Recordings of Hearings	2 Years	After date of hearing		10/14/2011
35120	Department of Economic Security Division of Employee Services and Support Appellate Services Administration Division Records	Litigation Tracking and Privacy Records	2 Years	After case closed by Attorney General or hold released whichever is later.		10/14/2011

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35125	Department of Economic Security Division of Employment and Rehabilitation Services Rehabilitation Services Administration	Case records (including Independent Living and Vocational Rehabilitation Services; and Social Security Administration (SSA)/ Vocational Rehabilitation (VRI))	3 Years	After fiscal year created or received		2/3/2012
35126	Department of Economic Security Division of Employment and Rehabilitation Services Rehabilitation Services Administration	Case Services Records	3 Years	After fiscal year created or received		2/3/2012

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
53241	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	BTS Training (non-grant) Administrative Documentation	5 Years	After Quarter Processed		4/2/2018
53230	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Closed Employer Accounts	7 Years	After Account Closed		4/2/2018

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35147	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Combined Wage File Records: Arizona Paying Cancelled	1 Year	After quarter cancelled		4/2/2018
35148	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Combined Wage File Records: Arizona Transferred Cancelled	1 Year	After quarter cancelled		4/2/2018

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35152	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Combined Wage File Records: Billings	3 Years	After quarter processed		4/2/2018
35154	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Combined Wage File Records: Transferred Out	3 Years	After quarter processed		4/2/2018

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
53226	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Direct Deposit Statistics	5 Years	After Quarter Issued		4/2/2018
53233	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Employer Wage Detail Submissions	2 Years	After Received		4/2/2018

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35149	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Overpayment Records: Cleared Interstate	1 Year	After quarter processed		4/2/2018
35158	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Overpayment Records: Cleared Guide Reports	3 Years	After quarter processed		4/2/2018

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53242	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	PIJ and Supporting Documents	10 Years	After Quarter Processed		4/2/2018
35159	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Quality Control Records	3 Years	After quarter processed		4/2/2018

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
53232	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Release of Confidential Information Requests	2 Years	After Completed		4/5/2018
53239	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Reports and Wage Details - Agency Error Reimbursement Charge	4 Years	After Quarter Processed		4/2/2018

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
53237	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Reports and Wage Details - Select Form Counts	4 Years	After Quarter Processed		4/5/2018
53238	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Reports and Wage Details - SSN Change/Deletion Report	4 Years	After Quarter Processed.		4/2/2018

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53240	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Reports and Wage Details - UB-109 Control Forms	4 Years	After Quarter Processed		4/2/2018
35160	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Special Programs Records	3 Years	After quarter processed		4/5/2018

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
53243	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Supplemental Budget Request	10 Years	After Quarter Processed		4/2/2018
53234	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Testing Records Production Data Fixes Updates and Other Production Support Items - UIT/BTS	4 Years	After Warranty Period		4/5/2018

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53236	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Testing Records Project Documentation - UIT//BTS Review Documentation	4 Years	After Project Completed		4/5/2018
53235	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Testing Records Project Documentation - UIT/BTS Reference Materials and Manuals	5 Years	After Project Completed		4/2/2018

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
53227	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Training Allowance Check Registers	7 Years	After Quarter Prepared		4/2/2018
53228	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Training Allowance Checks	5 Years	After Quarter Prepared		4/2/2018

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
53229	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Training Allowance Payment Certifications	7 Years	After Quarter Prepared		4/2/2018
35163	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Unemployment Insurance Certification Records	3 Years	After fiscal year processed		4/2/2018

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53225	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Unemployment Insurance Checks	5 Years	After Quarter Issued		4/2/2018
53231	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Field Audits	2 Years	After completed		4/2/2018

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35150	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Statements for Recipients of Unemployment Insurance Registers	2 Years	After calendar year created or received		4/2/2018
35161	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Unemployment Compensation for Servicemen (UCX) Records	3 Years	After quarter created or received		4/2/2018

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35156	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Indemnity Bonds Affidavit of Forgery Records	3 Years	After quarter received		4/2/2018
35162	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Unemployment Compensation for Federal Employees (UCFE) Payment Records	3 Years	After quarter created or received		4/2/2018

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35155	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Disaster Unemployment Assistance Folders	3 Years	After quarter processed	20CFR 625.16	4/2/2018
35157	Department of Economic Security Division of Employment and Rehabilitation Services Unemployment Insurance Benefits Section Interstate Claims Unemployment Insurance Tax	Labor Dispute Records	3 Years	After quarter received		4/2/2018

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35127	Department of Economic Security Division of Technology Services Administrative Services	Data Security Termination Records (J-125 (form used to request and terminate system access))	3 Years	After terminated		9/16/2011
35128	Department of Economic Security Division of Technology Services Administrative Services	Remedy Tickets (electronic Help Desk records)		After administrative value has been served		9/16/2011
35132	Department of Economic Security Division of Technology Services Information Risk Management	Litigation Hold Records: Electronic records	5 Years	After case closed		9/16/2011
35131	Department of Economic Security Division of Technology Services Information Risk Management	Litigation Hold Records: Paper records (including requests subpoenas and releases)	5 Years	After case closed		9/16/2011

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53320	Department of Economic Security Division of Technology Services Information Risk Management	Investigation Records	5 Years	After case closed		9/16/2011
35130	Department of Economic Security Division of Technology Services Information Risk Management	Motor Vehicle Division (MVD) Access Request Records	3 Years	After account terminated		9/16/2011
35129	Department of Economic Security Division of Technology Services Information Risk Management	Review Panel Voting and Sign-in Sheet Records	3 Years	After calendar year of date of last entry or after administrative value has been served whichever comes first		9/16/2011
35136	Department of Economic Security Division of Technology Services Information Technology (IT) Support Services	3 Year Information Technology (IT) Strategic Plan	5 Years	After fiscal year created or after administrative value has been served whichever comes later		9/16/2011

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35137	Department of Economic Security Division of Technology Services Information Technology (IT) Support Services	Project Investment Justification (PIJ) Records (including supporting documentation)	5 Years	After fiscal year created or after administrative value has been served whichever comes later		9/16/2011
35138	Department of Economic Security Division of Technology Services Information Technology (IT) Support Services	Records Submitted to Arizona Strategic Enterprise Technology (ASET) by Mandate (including Technology Infrastructure and Standards Assessment (TISA) and Asset Inventories)	5 Years	After fiscal year created or after administrative value has been served whichever comes later		9/16/2011
35135	Department of Economic Security Division of Technology Services Information Technology (IT) Support Services	Service Request Forms (ED-013)	5 Years	After fiscal year created or received		9/16/2011
35143	Department of Economic Security Office Employment and Rehabilitation Services Arizona Industries for the Blind	Arizona Industries for the Blind Master Drawings	5 Years	After part no longer made/sold		6/15/2012

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35139	Department of Economic Security Office Employment and Rehabilitation Services Arizona Industries for the Blind	DDS Customer Project Records	3 Years	After project completed		6/15/2012
35140	Department of Economic Security Office Employment and Rehabilitation Services Arizona Industries for the Blind	DDS Statistics Tracking Records	3 Years	After fiscal year created		6/15/2012
35144	Department of Economic Security Office Employment and Rehabilitation Services Arizona Industries for the Blind	Production Services Customer Request for Quote	5 Years	After fiscal year created or received		6/15/2012
35142	Department of Economic Security Office Employment and Rehabilitation Services Arizona Industries for the Blind	Production Services Engineering Drawings	5 Years	After part no longer made/sold		6/15/2012

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35145	Department of Economic Security Office Employment and Rehabilitation Services Arizona Industries for the Blind	Production Services Maintenance Logs	5 Years	After calendar year created		6/15/2012
35141	Department of Economic Security Office Employment and Rehabilitation Services Arizona Industries for the Blind	Production Services Quality Control Records	5 Years	After part no longer made/sold		6/15/2012
35146	Department of Economic Security Office Employment and Rehabilitation Services Arizona Industries for the Blind	Production Services Receiving Records	25 Years	After calendar year created		6/15/2012
35183	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Citrus Recall Records	3 Years	After quarter closed		6/15/2012

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35180	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Counseling Records	1 Year	After closed		6/15/2012
35181	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Employment Training/ Rehabilitation Service (ETA/RSA) Records	1 Year	After quarter closed		6/15/2012
35193	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Job Orders		After data entry verified		6/15/2012
35194	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Job Referral records	1 Month	After data entry verified and results processed		6/15/2012

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35185	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Labor Certification Records (Administration Office)	3 Years	After quarter closed		6/15/2012
35186	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Labor Dispute Records	3 Years	After fiscal year closed		6/15/2012
35187	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Migrant and Seasonal Farmworker (MSFW) Records (including administrative office and local office copies)	3 Years	After quarter closed		6/15/2012
35188	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Protest Letters	3 Years	After resolved		6/15/2012

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35189	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Summer Youth Employment Program Records	3 Years	After quarter closed		6/15/2012
35192	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Testing Records	5 Years	After quarter closed		6/15/2012
35190	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Trade Adjustment Assistance (TAA) Records	4 Years	After quarter closed		6/15/2012
35191	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Work Opportunity Tax Credit (WOTC) Records (Denials/Pending): Administrative office copy	5 Years	After quarter closed		6/15/2012

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35182	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Work Opportunity Tax Credit (WOTC) Records (Denials/Pending): Local office copy	1 Year	After quarter closed		6/15/2012
35184	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration	Work Programs	3 Years	After quarter closed		6/15/2012
35153	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration Benefit Section / Interstate Claims	Combined Wage File Records: Transferred In	3 Years	After quarter processed		6/15/2012

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35171	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration JOBS	Administrative Records: Case Records	4 Years	After closed		6/15/2012
35173	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration JOBS	Administrative Records: Program Information and Planning Records	4 Years	After fiscal year created or received		6/15/2012
35172	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration JOBS	Administrative Records: State Plan Administrative	4 Years	After calendar year created or received		6/15/2012
35169	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration JOBS	Administrative Records: Statistical Summary Reports	3 Years	After fiscal year created or received		6/15/2012

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35177	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration JOBS	Client Services: Administrative Records	5 Years	after calendar year created or received		6/15/2012
35170	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration JOBS	Client Services: Case Records (Basic Supplemental Nutrition Assistance Employment and Training (SNA E&T))	3 Years	After closed		6/15/2012
35176	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration JOBS	Contractor (ARBOR-JOBS) Case Files	4 Years	After closed		6/15/2012
35175	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration JOBS	Employer Verification Letters	4 Years	After created or received		6/15/2012

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35168	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration JOBS	Food Stamp Program - Job Referrals	1 Year	After fiscal year created or received		6/15/2012
35174	Department of Economic Security Office Employment and Rehabilitation Services Employment Administration JOBS	Status Reports and Applications	4 Years	After fiscal year created or received		6/15/2012
35196	Department of Economic Security Office of Accountability Office of Licensing Certification and Regulation	Certification Records for Home and community Based Services (HCBS)	10 Years	After certification		6/21/2012

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35197	Department of Economic Security Office of Accountability Office of Licensing Certification and Regulation	Child Welfare Agency Licensing (CWAL) Records	10 Years	After license closed		6/21/2012
35198	Department of Economic Security Office of Accountability Office of Licensing Certification and Regulation	Foster Home Licensing Records (including Developmental Homes)	10 Years	After license closed		6/21/2012
35199	Department of Economic Security Office of Accountability Office of Licensing Certification and Regulation	Life-Safety Inspection Reports	10 Years	After inspection completed		6/21/2012

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35200	Department of Economic Security Office of Accountability Office of Program Evaluation Data Support Unit	Management Evaluation Reports	2 Years	Management Evaluation Reports		10/22/2013
35201	Department of Economic Security Office of Accountability Office of Program Evaluation Data Support Unit	Sample Lists Cash and Nutrition Assistance; Federal Review Schedules	5 Years	Sample Lists Cash and Nutrition Assistance; Federal Review Schedules		10/22/2013
35214	Department of Economic Security Office of Accountability Office of Special Investigations	Assignment Special Project and Action Item Records	3 Years	After created or received		10/23/2013
35205	Department of Economic Security Office of Accountability Office of Special Investigations	Clearance Card Records	1 Year	After completed		10/23/2013

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35204	Department of Economic Security Office of Accountability Office of Special Investigations	Cross Match Lists	1 Year	After completed		10/23/2013
35207	Department of Economic Security Office of Accountability Office of Special Investigations	Hotline Mailbox E-complaints (including electronic message and transcribed copies of telephone and E-complaints)	1 Year	After received		10/23/2013
35206	Department of Economic Security Office of Accountability Office of Special Investigations	Immigration and Customs Enforcement (ICE) Mailbox Records	1 Year	After received		10/23/2013
35208	Department of Economic Security Office of Accountability Office of Special Investigations	Internal Security Records	1 Year	After closed		10/23/2013

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35213	Department of Economic Security Office of Accountability Office of Special Investigations	Investigation Records: Child Protective Services	3 Years	After case closed		10/23/2013
35202	Department of Economic Security Office of Accountability Office of Special Investigations	Investigation Records: Child Support Enforcement	1 Year	After case closed		10/23/2013
35212	Department of Economic Security Office of Accountability Office of Special Investigations	Investigation Records: Field	3 Years	After case closed		10/23/2013
35210	Department of Economic Security Office of Accountability Office of Special Investigations	Investigation Records: Identity Theft	2 Years	After case closed		10/23/2013

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35215	Department of Economic Security Office of Accountability Office of Special Investigations	Investigation Records: Internal Affairs	5 Years	After case closed		10/23/2013
35209	Department of Economic Security Office of Accountability Office of Special Investigations	Investigation Records: Prosecution	2 Years	After final disposition of case		10/23/2013
35211	Department of Economic Security Office of Accountability Office of Special Investigations	Non-Investigative Referral records	2 Years	After submitted		10/23/2013
35203	Department of Economic Security Office of Accountability Office of Special Investigations	Resource and Liaison Request Records	1 Year	After completed		10/23/2013

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35228	Department of Economic Security Office of Continual Improvement	Employee Recognition Program Records Including certificate request forms recognition letters and database photographs display board notices fundraising and donation records event records etc.	3 Years	After fiscal year created or received.		5/4/2017
35229	Department of Economic Security Office of Continual Improvement	Pride on the Spot Awards	3 Years	After created or received.		5/4/2017
53060	Department of Economic Security Office of the Director Arizona Early Intervention Program	Closed Investigations Includes records/documents from criminal investigations of DES contracted child care providers. These investigations are conducted by IA and may include court documentation regarding convictions and/or agreements.	20 Years	After Closed		4/14/2017
35226	Department of Economic Security Office of the Director Human Resources Administration	Employee Relations Files (not employee-specific including correspondence)	5 Years	After calendar year created received or dismissed		3/3/2011