

Electronic Communications Records Long Term Storage Request Form

The storage of official Town of Marana electronic communications on town-administered servers is established by administrative directive for a maximum of 120 days for employees who are not senior managers, department heads, deputy department heads, or project managers. This form must be filled out and submitted to the employee's department director if any employee is requesting electronic communications storage for longer than 120 days. The form should then be routed through the approval process noted below. Once approved, employees will be able to view their electronic communications records in determined archival locations as needed. Employees will keep items in archive storage based on their department's retention schedule, unless specified on this form and approved by the Town Manager.

Employee Name: _____ Phone: _____
 E-mail Address: _____ Department: _____

Please select the types of retention that you require in the table below. This table is not a comprehensive list of records that require long-term storage, but rather serves as a set of common use cases that apply to Town operations. If your request does not fall under a specific record type, it will likely be denied.

<u>Record Type</u>	<u>Retention Period</u>	<u>Description</u>	<u>Check if required</u>
Community Development Block Grant records	5 years	Records describing each activity assisted with CDBG funds including the location, the amount of CDBG funds budgets, obliged and expensed for each activity.	<input type="checkbox"/>
Department service request records	3 years	Plans, requests, performance reports, usage, bills, payments, installation, change, removal, servicing of equipment.	<input type="checkbox"/>
Financial management records	3 years	Including, but not limited to, lists of authorized check signers, accounting records including general/special journals, general/special/subsidiary ledgers and journal entry records.	<input type="checkbox"/>
Human resources records	5 years	Employee personnel records for full-time, part-time, seasonal, interns, volunteer, appointed or elected positions. Including applications, resumes, performance reviews.	<input type="checkbox"/>
Internal audit records	5 years	Including departmental audits and audits of programs. Also includes audit work papers.	<input type="checkbox"/>
IT application records	3 years	Problem records, program records, server records, system records, user manuals	<input type="checkbox"/>
Law enforcement records	1 year	Department records, logs, administrative records. May include alarm permits and assessments, crime information bulletins, supervisor inspection records, citizen ride-along records.	<input type="checkbox"/>
Legal records	5 years	Civil records – routine matter records. Including but not limited to administrative hearings, bankruptcy, bid disputes, bond forfeitures, chronological files, correspondence.	<input type="checkbox"/>
Public records requests	1 years	Includes the request made by the public for agency records. May include a copy of the records provided in response to the public records request.	<input type="checkbox"/>
Security records	5 years	Security incident handling, reporting, follow-up records, audit trail reports, legal and regulatory compliance records	<input type="checkbox"/>
Other: _____ _____ _____	Time: _____	Please add comments referencing Arizona State Library General Records Retention Schedule: _____ _____ _____	<input type="checkbox"/>

Please provide justification: _____

Employee Signature: _____

Date: _____

Title	Name	Approve	Reject	Signature	Date
Department Head		<input type="checkbox"/>	<input type="checkbox"/>		
Town Clerk		<input type="checkbox"/>	<input type="checkbox"/>		
Tech. Svc. Director		<input type="checkbox"/>	<input type="checkbox"/>		
Town Manager		<input type="checkbox"/>	<input type="checkbox"/>		

Return completed form to Town Clerk