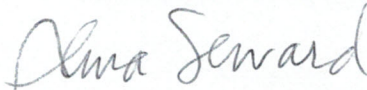
	Blue Ridge Fire District Policy and Procedure	General Order Number A101
Subject: Retention Schedule Policy	Effective Date: August 18, 2017	Total Pages: 1
	Board Approval Date: August 18, 2017	Rescinds:
Application: All District Records	<i>Signed into effect as authorized by the Board of Directors</i>  Alma Seward, Board Chairperson	

Purpose: This policy is hereby set for by the Blue Ridge Fire District Board of Directors for the purpose of establishing a lawful records retention schedule policy for the Blue Ridge Fire District.

Scope: This policy encompasses all records of the Blue Ridge Fire District including but not limited to audio, written, and digital records.

Policy: It shall be the policy of the Blue Ridge Fire District and its Board of Directors to follow a records retention schedule as set forth and maintained by the Arizona State Library, Archives and Public Records Division under the Office of the Arizona Secretary of State. This information can be located on their az.gov website at <http://apps.azlibrary.gov/records/general.aspx>

Note: This policy shall supersede any and all existing policies, resolutions, or by-laws relating to a records retention schedule.