



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



INSTRUCTIONS

Use this form *ONLY* for records being transferred between different public bodies.

PART 1: APPROVAL

1. In the top section enter the name of the Public Body transferring the records and the body receiving the records. Include any subdivision breakdown for division, department or unit.
2. Fill in the contact information for the requestor of the authorization approval.
3. Under Transfer status indicate it is a one time transfer or a reoccurring transfer between bodies. RMC will assign an expiration date for reoccurring transfers.
4. List the Record Series titles being transferred using the exact record series name(s) found on the approved Retention Schedule being followed.
5. Enter the item number from the authorized schedule you are following.
6. Enter the earliest date of records being transferred under the *Records Start Date* column and the latest date for the records being transferred under the *Records End Date* column.
7. Enter the format of the records to be transferred under the *Format: Paper, Digital, Microfilm* column.
8. Enter the amount of records being transferred under the *# of Files, Boxes, Reels; Electronic File Size* column.

PART 2: CHAIN OF CUSTODY CERTIFICATION

Do not complete Part 2 of the form until you have received signed authorization to transfer the records. If it is a one time transfer, do not sign until the transfer has been completed.

1. When the transfer has occurred, complete the certificate section of the form and mail the original to the Arizona State Library, Archives, and Public Records, Records Management Center.
2. Include the names, titles, phone number and e-mail for both transferring and receiving public bodies. Both public bodies must sign and date the certificate.

Polly Rosenbaum State Archives and History Building

1901 W. Madison St. • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records>

Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov



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As authorized under ARS §41.151.18 and §39-121.01 (c), ...Each public body shall be responsible for the preservation, maintenance and care of that body's public records, and each officer shall be responsible for the preservation, maintenance and care of that officer's public records. It shall be the duty of each such body to carefully secure, protect and preserve public records from deterioration, mutilation, loss or destruction, unless disposed of pursuant to sections 41-151.15 and 41-151.19.

PART 1: APPROVAL REQUEST

TRANSFERRING BODY:

Public Body Title:		
Records Officer Name (type or print):	Title (type or print):	Phone :
Address:	E-Mail:	Date:

RECEIVING BODY:

Public Body Title:		
Records Officer Name (type or print):	Title (type or print):	Phone :
Address:	E-Mail:	Date:

Transfer status: One time request Recurring transfer **Expiration date for ongoing transfer:**

Record Series Title as Stated on Approved Schedule	Schedule Number or Date	Item #	Records Start Date	Records End Date	Format: Paper, Digital, Microfilm	# of Files, Boxes, Reels; Electronic File Size

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PART 2: CHAIN OF CUSTODY CERTIFICATION

ACTION AUTHORIZED

Transfer records to Arizona State Library, Archives and Public Records. Continue to hold until: _____

Transfer records to: _____

Verified with receiving body's Records Officer _____

AUTHORIZED BY:

Dr. Dennis Preisler, State Archivist Date Approved _____

Records Analyst (or designee) Date Approved _____

CHAIN OF CUSTODY CERTIFICATE THAT RECORDS HAVE BEEN TRANSFERRED

THIS PORTION IS NOT TO BE FILLED OUT UNTIL AUTHORIZATION HAS BEEN SIGNED BY LAPR

TRANSFERRING PUBLIC BODY:

Records Officer Name (type or print):	Title (type or print):	Phone :
Records Officer Signature:	Date:	E-Mail:

RECEIVING PUBLIC BODY:

Records Officer Name (type or print):	Title (type or print):	Phone :
Records Officer Signature:	Date:	E-Mail:

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