

ARCHIVES AND RECORDS MANAGEMENT

**PRE-APPROVAL FOR UNSCHEDULED RECORDS DISPOSITION
WHEN RECORD SERIES ARE NOT ON AN APPROVED RETENTION SCHEDULE**

INSTRUCTIONS

Use this form *ONLY* for records that do not appear on an approved Retention Schedule.

PART 1: REQUEST FOR APPROVAL

1. In the top section enter the name of your Agency or Public Body, and include any subdivision breakdown for division, department or unit.
2. Fill in the contact information for the requestor seeking approval.
3. List the record titles requested for disposition based on the terminology used in your office, and briefly describe what the records are and their purpose.
4. Enter the earliest date of records you are requesting to be disposed under the *Records Start Date* column and the latest date for the records to be disposed under the *Records End Date* column.
5. Enter the format of the records to be disposed under the *Format: Paper, Digital, Microfilm* column.
6. Enter the amount of records being disposed under the *# of Files, Boxes, Reels; Electronic File Size*

PART 2: CERTIFICATION

Do not complete Part 2 of the form until you have received signed authorization to do so and the action authorized has been completed.

1. When the disposition action 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 name, e-mail and phone number of the Records Officer for your agency or public body who performed or arranged for the records disposition to occur (for transferring to Library, Archives and Public Records, or with a contracted vendor for the destruction of the records). Your Records Officer must sign the form.

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



ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE



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PART 1: REQUEST FOR APPROVAL

Pursuant to ARS §41-151.14 (4), the head of each state and local agency shall "Submit a list of public records in the agency's custody that are not needed in the transaction of current business and that are not considered to have sufficient administrative, legal or fiscal value to warrant their inclusion in established disposal

Public Body _____ Division _____

Department _____ Office/Unit _____

REQUESTOR:

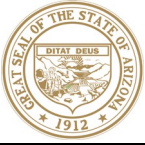
Form with fields: Name (type or print):, Records Officer (type or print name):, Phone:, E-Mail:, Records Officer Signature:, Date:

Table with 5 columns: Record Series Description, Records Start Date, Records End Date, Format: Paper, Digital, Microfilm, # of Files, Boxes, Reels; Electronic File Size

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PART 2: CERTIFICATION

THIS PORTION IS NOT TO BE FILLED OUT UNTIL AUTHORIZATION HAS BEEN SIGNED BY ARIZONA STATE ARCHIVES AND RECORDS MANAGEMENT RECORDS BELOW

Form with sections: ACTION AUTHORIZED (checkboxes for transfer, hold, destroy), AUTHORIZED BY (signature lines for Dr. Dennis Preisler and Records Analyst), and Date Approved lines.

CERTIFICATE THAT RECORDS HAVE BEEN DISPOSED

As authorized under ARS §41-151.14 and ARS §41-151.19, I hereby certify that the records described in Part 1 (attached) have been disposed of according to the action authorized

Records Officer Signature _____ Date _____

Table with fields: Name (type or print), Title, Phone, E-Mail

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