



SECRETARY OF STATE

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



CERTIFICATE OF DESTRUCTION

As authorized under ARS §41-151.19, "...A report of records destruction that includes a list of all records disposed of shall be filed at least annually with the state library on a form prescribed by the state library." Failure to comply with these procedures is a violation of ARS §41-151.19.

INSTRUCTIONS

Please use this certificate exclusively for records that have been destroyed and were listed on an active and approved retention schedule.

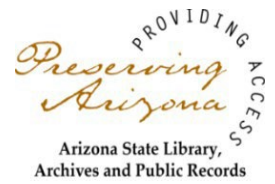
1. **Agency Information:** In the top section, enter the name of your Agency or Public Body, including any subdivisions (division, department, or unit).
2. **Record Series:** List the Record Series related to the destruction, using the exact record series number(s) and name(s) from the retention schedule.
3. **Destruction Dates:** Specify the earliest and latest dates of the records to be destroyed in the "Records Start Date" and "Records End Date" columns, respectively.
4. **Eligibility Date:** Enter the date when the records became eligible for destruction.
5. **Record Format:** Indicate the format of the records being destroyed (e.g., Paper, Digital, Microfilm).
6. **Quantity:** Provide the number of records being destroyed in the "Number of Boxes, Files, or Electronic File Size" column.
7. **Additional Pages:** If more space is needed, please attach additional pages with the certificate when submitting.
8. **Certification:** At the bottom of the form, the Records Officer (not a Records Custodian) from the Agency or Public Body **MUST** sign and date the Certificate of Destruction to confirm that the records were properly destroyed.
9. **Submission:** Send completed form and any additional documents to records@azlibrary.gov or records@azsos.libanswers.com.

RECORDS MANAGEMENT BRANCH
1901 West Madison Street • Phoenix, Arizona 85009
(602) 926-3720 • records@azlibrary.gov • www.azlibrary.gov



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A.R.S. §41-151.19. *Those records determined to be of no legal, administrative, historical, or other value shall be disposed of by such a method as the state library may specify. A report of records destruction that includes a list of all records disposed of shall be filed at least annually with the state library on a form prescribed by the state library.*

Agency Name: _____ **Department Name:** _____ **Subdivision Name:** _____

Record Series No.	Record Series Title	Records Start Date	Records End Date	Eligibility Date	Format			Amount		
					Paper	Microfilm	Digital	Boxes	Files	File Size

Certificate Completed By:	Title:	Date:
Agency Records Officer Name:	Agency Records Officer Signature:	Date:
Agency Records Officer Title:	Email Address:	Telephone No.

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