



ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE

Dr. Ted Hale, Director

State Archives and Records Management



Pursuant to ARS §41-151.14 (5), The head of each state and local agency shall: Once every five years submit to the director lists of all essential public records in the custody of the agency.

Public Body Title _____ **Date:** _____

Records Officer Name:	Records Officer Signature:	E-mail:	Phone :
------------------------------	-----------------------------------	----------------	----------------

* REQUIRED INFORMATION *				* OPTIONAL INFORMATION *																	
Record Series Title/Records Description	Schedule # or Date	Item #	E.D. 1-5	Priority Access (in hours)			Media				Document type		Location	Quantity	Update Cycle	Salvage Instructions	Backup Information				
				1-12	12-72	After 72	Paper	Electronic	Microfilm	Other	Original	Copy					On Site	Off Site	Location		



ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE

Dr. Ted Hale, Director

State Archives and Records Management



ARCHIVES AND RECORDS MANAGEMENT

ESSENTIAL RECORDS LISTING

Page _____ of _____

INSTRUCTIONS

Use this form to list the **ESSENTIAL RECORDS** of your agency.

1. In the top section enter the name of the Public Body transferring the records and the body receiving the records, and include any subdivision breakdown for division, department or unit.
2. Fill in the contact information of your Records Officer including name, title, e-mail address and phone number.
3. **Record Series Title/Records Description:** List the Record Series titles using the exact record series name(s) found on the approved Retention Schedule being followed, the schedule number or date approved, and the record series item #. If the records are unscheduled, write the terminology used in your office in the first column.
4. **E.D.** (Essential Designation). Enter the corresponding number of the designation for the record series listed. The number will show the essential records criteria chosen to designate this series as essential.
 1. Are necessary for emergency response.
 2. Necessary to resume or continue operations.
 3. Protect the health, safety, property and rights of residents and the government.
 4. Would require massive resources to reconstruct.
 5. Document the history of communities or families.
5. **Media:** Check the box designating the format of the records in this series: paper, electronic, microfilm, other.
6. **Document type:** Check the box designating if the records are the original documents or copies.
7. **Location:** For the record series listed, put the physical location of the records or the server (could include building, floor, room, file cabinet number, drawer number, etc.)
8. **Quantity:** List the quantity of the records in the series listed. This could include the number of boxes, book shelves, file cabinet drawers, cubic feet, linear feet, megabytes, etc.
9. **Update Cycle:** Describe how often records are updated at this location (i.e. weekly, quarterly, annually, etc.).
10. **Salvage Instructions:** Briefly describe the necessity of salvaging this series (i.e. immediately, if necessary, etc.)
11. **Backup Information:** If there are copies of the record series listed and you do not use a separate line to describe them, note if the copies are on-site or off-site, and the location of the records.
12. **Submitting form:** Mail or e-mail this form to the address below. Fax copies will not be accepted.

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