



SECRETARY OF STATE

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

TRANSFER OF RECORDS BETWEEN PUBLIC BODIES



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

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 if it is a onetime transfer or a reoccurring transfer. LAPR will assign an expiration date for reoccurring transfers.
4. List the Record Series titles being transferred using the exact record series number(s) and name(s) found on the Retention Schedule Database.
5. 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.
6. Enter the format of the records to be transferred under the *Format: Paper, Digital, Microfilm* column.
7. Enter the number of records being destroyed under the *Number of Files, Boxes, Reels or Electronic File Size* column.

#### ARCHIVES AND RECORDS MANAGEMENT

1901 West Madison Street • Phoenix, Arizona 85009

(602) 926-3720 • records@azlibrary.gov • <http://www.azlibrary.gov/arm>



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**PART 1: APPROVAL REQUEST**

*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.*

**TRANSFERRING BODY:**

<b>Public Body Title:</b>		
<b>Records Officer Name (print):</b>	<b>Title (print):</b>	<b>Date:</b>
<b>Address:</b>	<b>Email:</b>	<b>Phone:</b>

**RECEIVING BODY:**

<b>Public Body Title:</b>		
<b>Records Officer Name (print):</b>	<b>Title (print):</b>	<b>Date:</b>
<b>Address:</b>	<b>Email:</b>	<b>Phone:</b>

Record Series Number and Title	Records Start Date	Records End Date	Format:			# of Files, Boxes, Reels; Electronic File Size
			Paper	Digital	Microfilm	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Transfer status:       One time request       Recurring Transfer

Expiration date for ongoing transfer: \_\_\_\_\_

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**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 send the original to the Arizona State Library, Archives, and Public Records.
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.

**PART 2: CHAIN OF CUSTODY CERTIFICATION**

LAPR AUTHORIZATION

Recommended Action

- 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: \_\_\_\_\_  
 Records Analyst (or designee) \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Administrator (or designee) \_\_\_\_\_  
 Date

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# 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 BODY:**

<b>Records Officer Name (print):</b>	<b>Title (print):</b>	<b>Date:</b>
<b>Records Officer Signature:</b>	<b>Email:</b>	<b>Phone:</b>

**RECEIVING BODY:**

<b>Records Officer Name (print):</b>	<b>Title (print):</b>	<b>Date:</b>
<b>Records Officer Signature:</b>	<b>Email:</b>	<b>Phone:</b>

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