

**AGREEMENT TO TRANSFER RECORDS TO
ARIZONA STATE LIBRARY ARCHIVES AND PUBLIC RECORDS
ARCHIVES AND RECORDS MANAGEMENT**

Terms of Agreement

The records described below and on the attached _____ pages are transferred to the official custody of the Arizona State Archives in accordance with ARS §41-151.09. The transferring agency certifies that any restrictions on the use of these records are listed below. In accordance with ARS §41-151.09, custody of these records becomes the responsibility of the Arizona State Library Archives and Public Records, Archives and Records Management.

1a. Authorized Agency Representative Signature: _____ Date: _____	2a. Archives Approval Signature: _____ Date: _____
1b. Name, Title, Mailing Address _____ _____ _____	2b. Name, Title _____

RECORDS INFORMATION

3a. General Description of Records (Attach Box Level Inventory Separately) (Please fill out only one form for each records transfer, not one page per box)	3b. Date span of Records
4. Number of Records Transferred to Archives Number of boxes: _____ Number of Volumes: _____ Other: _____ Total size: _____ linear cubic feet	
5a. Agency or Establishment _____ _____	7. Physical Forms (Check all that apply) Paper Documents Maps, Charts, and Oversized Microfilm/microfiche Architectural/ Engineering Drawings Electronic Records Film/sound/video Photographs Other: _____
5b. Agency Major Subdivision _____ _____	8. Attachments Additional Description(s) Special Instructions for Inventory/Container List Electronic and AV records Other: _____
5c. Unit that created record _____ _____	9. RESTRICTIONS ON USE No Restrictions Restrictions (Cite appropriate ARS Statute): _____ _____
5d. Agency person with whom to confer Name: _____ Phone Number: _____	10. Conservation Issues/Physical Concerns None Mold or Water Damage Pest Infestations Please Describe: _____ _____ _____

FOR L.A.P.R. USE ONLY

11. Shipping instructions to Agencies/Remarks regarding disposition _____ _____	12. RG _____
13. Director, Arizona State Library Archives and Public Records or Designee Signature: _____ Date: _____	14. Accession Number _____

INSTRUCTIONS

GENERAL: Either the transferring agency or the Arizona State Library, Archives and Public Records (L.A.P.R.) may initiate this form.

WHEN INITIATED BY AN AGENCY: The agency completes blocks 1a, 1b and 3a through 10 using the instructions below. Block 1a **must** be signed and dated. The original transfer form must be signed at the time of pick-up and given to Archives staff. (Copies of the completed form will be mailed to you).

WHEN INITIATED BY L.A.P.R.: When past the time for retention of permanent records in the Records Center, L.A.P.R. will initiate transfer of the records to the Archives. L.A.P.R. will also initiate transfer of the records of agencies that are "sunsetted." L.A.P.R. completes blocks 2 through 10 and sends the original to the transferring agency's records officer. The agency completes block 1 and completes or corrects blocks 3 through 10. Block 1 must be signed and dated. The agency returns the original to Archives and Records Management of L.A.P.R. three weeks before the records are to be transferred to the Archives of L.A.P.R..

MAILING ADDRESS: Mail the completed form to the address below:

Archives and Records Management
AZ State Library, Archives and Public Records
1901 W. Madison St.
Phoenix, AZ 85009

TERMS OF AGREEMENT: Please indicate the number, if any, of pages attached to transfer form.

1. AUTHORIZED AGENCY

REPRESENTATIVE: The agency records officer, having the delegated authority to transfer the records to L.A.P.R., should sign and date the form here (1a) and provide his/her name, title and mailing address (1b).

2. L.A.P.R. APPROVAL: Appropriate Archives staff will sign and date the transfer form (2a) and provide his/her name and title (2b).

3. GENERAL SERIES DESCRIPTION/DATE SPAN OF RECORDS: The information provided should include a record series title, a statement of how the records are arranged, dates of coverage and sufficient detail to describe the body of records being transferred. If access to the records is gained or facilitated through an index, box list, or other finding aid, include it with the records being transferred. For electronic records, describe any related documentation.

4. NUMBER OF RECORDS TRANSFERRED TO ARCHIVES: List the numbers of boxes and/or volumes being transferred. L.A.P.R. will fill in the linear or cubic feet size.

5. CREATING AGENCY INFORMATION: Place the creating agency within its organization hierarchy (5a-5c). (5a) should be the official or legal name of the agency, department, board or commission.(5b) should be the name of the major

division within the agency. If the unit that created the record is a part of a subdivision enter that unit in (5c). Usually (5c) is not the agency's records management office. For example, if we took a unit from the State Land Department the entry would be as follows: (5a) Land Department, (5b) Natural Resources, (5c) Water Rights. In block 5d include the name and telephone number (including area code) of a person who should be contacted if L.A.P.R. has any questions about the records.

6. PHYSICAL LOCATION OF THE RECORDS: List the complete address of the place where L.A.P.R. will pick up the records.

7. PHYSICAL FORMS: Many times boxes contain mixed media such as paper, photographs, maps and charts, cassette and video tapes, film and more. Check all boxes that apply and list any other forms.

8. ATTACHMENTS: Check the appropriate box(es) and indicate the attachment(s) being submitted with this form.

9. RESTRICTIONS ON USE: If these records DO NOT contain confidential **information** as per statute, check No Restrictions. If these records contain confidential or restricted **information** as per statute, check Restrictions and cite the appropriate ARS. If these records are not confidential or restricted under statute, but you have concerns about them, please contact Archives and Records Management of L.A.P.R..

10. CURRENT CONDITION OF RECORDS: Check the appropriate box as to the condition of the records. If there is obvious damage or wear, please describe.

FOR L.A.P.R. USE ONLY (11-14)

11. SHIPPING INSTRUCTIONS. TO AGENCIES/REMARKS REGARDING DISPOSITION:

L.A.P.R. uses this space to provide shipping instructions relating to transfers.

12. RG: L.A.P.R. assigns the Record Group (RG) of the agency, board or commission whose records are being transferred.

13. DIRECTOR, ARIZONA STATE LIBRARY ARCHIVES AND PUBLIC RECORDS: Once the records have been transferred to L.A.P.R. and L.A.P.R. verifies the records described in Blocks 3 and 4, the Director of the Library, Archives and Public Records or Designee signs Block 13. At this point, L.A.P.R. assumes legal custody of the records. L.A.P.R.'s Archives and Records Management sends the agency a copy of the completed form.

14. ACCESSION NUMBER: L.A.P.R.'s Archives and Records Management assigns a unique, permanent control number for each transfer of records.