



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



Joan Clark, State Librarian & Director

ARCHIVES AND RECORDS MANAGEMENT

NOTICE OF DESTRUCTION PRIOR TO RECORDS DISPOSITION DATE

As authorized under ARS §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.

Public Body _____ **Division** _____
Department _____ **Office/Unit** _____

Record Series Title as Stated on Approved Schedule	Schedule Number or Date	Item #	Records Start Date	Records End Date	Format: Paper, Digital, Microfilm	# of Files, Boxes, Reels; Electronic File Size

Please describe the reason for the destruction of records prior to meeting minimum retention: (i.e., computer crashed, water damage, contaminated by sewage, destroyed by fire, etc.). If more space is needed, please attach a more detailed description.

CERTIFICATE THAT RECORDS HAVE BEEN DESTROYED PRIOR TO MEETING THE MINIMUM RETENTION

Name (type or print):	Title: Records Officer or Designee (type or print):	Phone :
Signature:	E-Mail:	Date:

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records>
 Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov



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INSTRUCTIONS

Use this form *ONLY* for records that were destroyed prior to meeting the minimum retention requirements set by the approved Retention Schedule.

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. List the Record Series titles associated with the destruction based on the title used on the Retention Schedule you are following.
3. Enter the retention schedule number or date of the authorized schedule you are following.
4. Enter the item number from the authorized schedule you are following.
5. Enter the earliest date records were destroyed under the *Records Start Date* column and the latest date records were destroyed under the *Records End Date* column.
6. Enter the format of the records destroyed under the *Format: Paper, Digital, Microfilm* column.
7. Enter the amount of records destroyed under the *Number of Files, Boxes, Reels or Electronic File Size* column.
8. Describe the reason for the destruction of records prior to meeting the minimum retention.
9. When the extent of records destruction has been determined, please complete the certificate section of the form and mail or e-mail the signed original to the Arizona State Library, Archives, and Public Records, Records Management Center. At the bottom of the certificate enter the date on which the records were determined destroyed, and the name of the individual reporting the early destruction of records.

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