



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



Joan Clark, State Librarian & Director

ARCHIVES AND RECORDS MANAGEMENT

PRE-APPROVAL FOR UNSCHEDULED RECORDS DISPOSITION WHEN RECORD SERIES ARE NOT ON AN APPROVED RETENTION SCHEDULE

INSTRUCTIONS

Use this form *ONLY* for records that do not appear on an approved Retention Schedule.

PART 1: REQUEST FOR APPROVAL

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. Fill in the contact information for the requestor seeking approval.
3. List the record titles requested for disposition based on the terminology used in your office, and briefly describe what the records are and their purpose.
4. Enter the earliest date of records you are requesting to be disposed under the *Records Start Date* column and the latest date for the records to be disposed under the *Records End Date* column.
5. Enter the format of the records to be disposed under the *Format: Paper, Digital, Microfilm* column.
6. Enter the amount of records being disposed under the *# of Files, Boxes, Reels; Electronic File Size* column.

PART 2: CERTIFICATION

Do not complete Part 2 of the form until you have received signed authorization to do so and the action authorized has been completed.

1. When the disposition action has occurred, complete the certificate section of the form and mail the original to the Arizona State Library, Archives, and Public Records, Records Management Center.
2. Include the name, title, e-mail and phone number for the individual who performed or arranged for the records disposition to occur (for transferring to Library, Archives and Public Records, or with a contracted vendor for the destruction of the records).

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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**PRE-APPROVAL FOR UNSCHEDULED RECORDS DISPOSITION
WHEN RECORD SERIES ARE NOT ON AN APPROVED RETENTION SCHEDULE**

PART 2: CERTIFICATION

THIS PORTION IS NOT TO BE FILLED OUT UNTIL AUTHORIZATION HAS BEEN SIGNED BY ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS BELOW

ACTION AUTHORIZED							
<input type="checkbox"/> Transfer records to Arizona State Library, Archives and Public Records.							
<input type="checkbox"/> Continue to hold until: _____							
<input type="checkbox"/> Transfer records to: _____							
<input type="checkbox"/> Destroy so as to render unusable.							
<table style="width:100%; border: none;"> <tr> <td style="width: 15%; border: none;">AUTHORIZED BY:</td> <td style="width: 50%; border: none;"> _____ Melanie Sturgeon, State Archivist and Records Officer </td> <td style="width: 35%; border: none;"> _____ Date Approved </td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"> _____ Records Analyst (or designee) </td> <td style="border: none;"> _____ Date Approved </td> </tr> </table>		AUTHORIZED BY:	_____ Melanie Sturgeon, State Archivist and Records Officer	_____ Date Approved		_____ Records Analyst (or designee)	_____ Date Approved
AUTHORIZED BY:	_____ Melanie Sturgeon, State Archivist and Records Officer	_____ Date Approved					
	_____ Records Analyst (or designee)	_____ Date Approved					

CERTIFICATE THAT RECORDS HAVE BEEN DISPOSED

As authorized under ARS §41-151.14 and ARS §41-151.19, I hereby certify that the records described in Part 1 (attached) have been disposed of according to the action authorized

Signature _____
Date

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

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