



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE
Joan Clark, State Librarian & Director



ARCHIVES AND RECORDS MANAGEMENT

REQUEST FOR TRANSFER OF RECORDS BETWEEN PUBLIC BODIES

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 one time transfer or a reoccurring transfer between bodies. RMC will assign an expiration date for reoccurring transfers.
4. List the Record Series titles being transferred using the exact record series name(s) found on the approved Retention Schedule being followed.
5. Enter the item number from the authorized schedule you are following.
6. 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.
7. Enter the format of the records to be transferred under the *Format: Paper, Digital, Microfilm* column.
8. Enter the amount of records being transferred under the *# of Files, Boxes, Reels; Electronic File Size* column.

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 and mail the original to the Arizona State Library, Archives, and Public Records, Records Management Center.
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.

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



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE
Joan Clark, State Librarian & Director



ARCHIVES AND RECORDS MANAGEMENT

REQUEST FOR TRANSFER OF RECORDS BETWEEN PUBLIC BODIES

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.

PART 1: APPROVAL REQUEST

TRANSFERRING BODY:

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

RECEIVING BODY:

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

Transfer status: One time request Reoccurring transfer **Expiration date for ongoing transfer:**

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

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

