

**AGREEMENT TO TRANSFER SUPERIOR AND APPELLATE COURT RECORDS TO
ARIZONA STATE LIBRARY ARCHIVES AND PUBLIC RECORDS
HISTORY AND ARCHIVES DIVISION**

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 §41-1339. The transferring court certifies that any restrictions on the use of these records are listed below. In accordance with ARS §41-1339, custody of these records becomes the responsibility of the Arizona State Library Archives and Public Records, History and Archives Division.

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

RECORDS INFORMATION

3a. General Records Description (include information regarding content)	3b. Date span of Records
(Attach any additional description on separate page)	
4. Number of Records Transferred to Archives	
Number of boxes: _____	Number of Volumes: _____
Other: _____	Total size: _____
<input type="checkbox"/> linear <input type="checkbox"/> cubic feet	
5a. Name of Court	7. Physical Forms (Check all that apply)
5b. Court Major Subdivision	<input type="checkbox"/> Paper Documents <input type="checkbox"/> Posters <input type="checkbox"/> Paper Publications <input type="checkbox"/> Maps and Charts <input type="checkbox"/> Microfilm/microfiche <input type="checkbox"/> Architectural/ Engineering Drawings <input type="checkbox"/> Electronic Records <input type="checkbox"/> Film/sound/video <input type="checkbox"/> Photographs <input type="checkbox"/> Other: _____
5c. Unit that created record	8. Attachments
	<input type="checkbox"/> Additional Description(s) Specifications for electronic records <input type="checkbox"/> Inventory/Container List <input type="checkbox"/> Other: _____
5d. Court person with whom to confer	9. RESTRICTIONS ON USE
Name: _____	<input type="checkbox"/> No Restrictions <input type="checkbox"/> Restrictions (Cite appropriate ARS Statute): _____
Phone Number: _____	
6. Physical location of records	10. Current condition of Records
_____	<input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Bad Please Describe (if in poor or bad condition): (Note damage or unusual wear)

FOR ASLAPR USE ONLY

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

INSTRUCTIONS

GENERAL: Either the transferring court or the Arizona State Library, Archives and Public Records (ASLAPR) may initiate this form.

WHEN INITIATED BY AN COURT: The court completes blocks 1a, 1b and 3a through 10 using the instructions below. Block 1a **must** be signed and dated. Send the original to the History and Archives Division of ASLAPR three weeks before records are to be transferred.

WHEN INITIATED BY ASLAPR: When past the time for retention of permanent records in the Records Center, ASLAPR will initiate transfer of the records to the History and Archives Division. ASLAPR completes blocks 2 through 10 and sends the original to the transferring court's records officer. The court completes block 1 and completes or corrects blocks 3 through 10. Block 1 must be signed and dated. The court returns the original to the History and Archives Division of ASLAPR three weeks before the records are to be transferred to the History and Archives Division of ASLAPR.

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

History and Archives Division
ASLAPR
1901 W. Madison St.
Phoenix, AZ 85009

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

1. AUTHORIZED COURT REPRESENTATIVE:

The court records officer, having the delegated authority to transfer the records to ASLAPR, should sign and date the form here (1a) and provide his/her name, title and mailing address (1b)

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

3. GENERAL RECORDS DESCRIPTION/DATE SPAN OF RECORDS: The information provided should include a records 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. Also include total size of records in linear or cubic feet.

5. CREATING COURT INFORMATION: Place the creating court within its organization hierarchy (5a-5c). (5a) should be the official or legal name of the court. (5b) should be the name of the major division within the court. If the unit that created the record is a part of a subdivision enter that unit in (5c). Usually (5c) is not the court's records management office.

For example, if we took a unit from the Maricopa County Superior Court the entry would be as follows: (5a) Maricopa County Superior Court, (5b) Criminal Division. In block 5d include the name and telephone number (including area code) of a person who should be contacted if ASLAPR has any questions about the records.

6. PHYSICAL LOCATION OF THE RECORDS:

List the complete address of the place where ASLAPR 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 are not confidential as per statute, check No Restrictions. If these records are confidential as per statute, check Restrictions and cite the appropriate ARS. If these records are not confidential under statute, but you have concerns about them, please contact the History and Archives Division of ASLAPR.

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 ASLAPR USE ONLY (11-14)

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

ASLAPR uses this space to provide shipping instructions relating to transfers.

12. RG: ASLAPR assigns the Record Group (RG) of the court whose records are being transferred.

13. DIRECTOR, ARIZONA STATE LIBRARY ARCHIVES AND PUBLIC RECORDS: Once the records have been transferred to ASLAPR and ASLAPR verifies the records described in Blocks 3 and 4, the Director of the Library, Archives and Public Records signs Block 13. At this point, ASLAPR assumes legal custody of the records. ASLAPR's History and Archives Division sends the court a copy of the completed form.

14. ACCESSION NUMBER: ASLAPR's History and Archives Division assigns a unique, permanent control number for each transfer of records.