

PROCESS FOR STATE AGENCIES AND LOCAL AGENCIES  
BEFORE BEING SUNSETTED, TERMINATED, TRANSFERRED, PRIVATIZED,  
OR CHANGING ELECTED / APPOINTED OFFICIAL

**TO: ALL STATE AGENCIES, BOARDS AND COMMISSIONS  
ALL ELECTED / APPOINTED OFFICIALS  
ALL PUBLIC BODIES (“LOCAL AGENCIES”)**

**PROCESS: WHEN BEING SUNSETTED, PRIVATIZED, TERMINATED, OR  
TRANSFERRED TO ANOTHER PUBLIC BODY, OR CHANGING  
ELECTED / APPOINTED OFFICIAL**

1. Statutory authority for this Process:  
41-151.17. Duties relating to historical value  
“B. All public records of any public office, upon the termination of the existence and functions of the office, shall be checked by the state library and either disposed of or transferred to the custody of the state library, in accordance with this article. If a public office is terminated or reduced by the transfer of its powers and duties to another office or to other offices, its appropriate public records shall pass with the powers and duties transferred.”
2. Any State Agency, Board or Commission (“State Agency”) or Local Agency (all other public bodies) in the State of Arizona, upon the **earliest** learning that such Agency will be sunset, terminated, transferred, privatized or changing elected or appointed official, shall contact the *Records Management Center (RMC)* of the Arizona State *Library, Archives and Public Records (LAPR)* at **602-926-3815** or **records@azlibrary.gov**.
3. The point of this initial contact with the **LAPR - RMC** is to start the process detailed below to ensure that all records for such agency or public body are properly managed and preserved before, during and after the period of sunset, termination, transfer, privatization, or change of elected or appointed official.
4. An initial meeting should be arranged within 1 – 3 weeks with the State or Local Agency (“*Transitioning Body*”), or departing elected or appointed official at the Agency Director level and above (“*Transitioning Body*”).

The meeting will initiate the following process to assist State and Local Agencies in preserving important records (paper, microfilm, electronic or other).

The following persons must be at the initial meeting:  
State or Local Agency Director or Deputy Director -- OR  
Board / Commission Executive Director – OR  
Departing Elected or Appointed Official -- AND  
Information Technology (IT) representative(s) responsible for electronic records  
State or Local Agency’s Records Officer  
**LAPR Transition Team**

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5. Follow-up meetings need to involve *Transitioning Body* representatives for paper records, electronic records, databases, public and public drives, emails, social media sites, websites, audio/video records, and microfilm records.
6. If the *Transitioning Body* is being privatized, the private company / entity replacing them (“*Receiving Entity*”) needs to be involved in all follow-up meetings once they have been identified.
7. If the *Transitioning Body* is being transferred to another State Agency or public body, the State Agency / public body (“*Receiving Entity*”) needs to be involved in all follow-up meetings.
8. **LAPR Transition Team** and *Transitioning Body* will need to initiate processes to capture the following records from *Transitioning Body* Leadership:

**A. Executive Correspondence**

As per the General Retention Schedules, Executive Correspondence is a Permanent record if it “sets or discusses policy”. The retention is based on content and includes records in any format type. Permanent records must be retained on either paper or microfilm.

**B. Historically Significant Records:**

As determined by the staff of the **State Archives**, records that meet any of the following are deemed **historically significant** records:

1. Document a controversial issue
2. Document a program, project, event or issue that results in a significant change that affects the local community, city, county or state
3. Document a program, project, event or issue that involves prominent people, places or events
4. Document a program, project, event or issue that resulted in media attention locally, statewide or nationally

**C. Elected or Appointed Official; State or Local Agency Director, or above; and Executive Director**

Electronic records in their personal drive / shared drives  
Emails in their Inbox / other system folders

**D. Executive Management Staff / Executive Staff**

Re: information that is specific to the Elected or Appointed Official / State or Local Agency Director / Executive Director, their office, and leadership team:  
Important electronic records in their personal drive / shared drives  
Emails in their Inbox / other system folders

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**E. Constituent Services**

Important electronic records in the personal drive / shared drives  
Emails in the Inbox / other system folders

**F. Elected or Appointed Official's Website and/or Social Media Site –**

Entire copy of website – if possible

If not possible, we shall capture the following:

Videos / Media attention specifically involving the elected official

Inauguration

Speeches / Statements

Letters / Proclamations

Press Releases

Significant Events

Photos

Bio Statements

Involving Core Values / Duties of Office