

ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE

Newspaper reference policy

- The Arizona State Library, Archives, and Public Records charges \$10.00 for each newspaper research request.
- This fee applies to all newspaper research including but not limited to obituaries, articles and classified ads.
- We cannot guarantee that we will find the information you request.
- Archives staff will only search a two-week period for a newspaper item.
- Searches will not be performed until payment is received.

Please print this page, complete the form, and mail it to address below along with a check or money order (made payable to the Arizona State Archives) for each request. At this time we cannot take credit or debit cards for payment.

Archives and Records Management
Arizona State Library, Archives and Public Records
1901 W. Madison St.
Phoenix, AZ 85009

Searches will not be conducted until payment is received.

Newspaper Research Request

Date _____

If obituary, name of deceased _____

Date of Death _____ City of Death _____

Obituary date (If unknown, please list a two week period you would like the Archives to search) _____

Newspaper article title _____

Newspaper you would like the Archives to search _____

Article date (If unknown, please list a two week period you would like the Archives to search) _____

Requestor's Name _____

Address _____

City, State, Zip _____

Phone number _____ Email address _____

If you have any questions about this form or you are unsure of which newspaper to search, please contact the Archives at 602-926-3720 or by email at archives@azlibrary.gov