





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



**Joan Clark, State Librarian & Director**

---

**RECORDS MANAGEMENT**

## **INSTRUCTIONS**

### **REQUEST FOR RETRIEVAL**

1. In the top right section select the type of delivery service desired. Mark "RUSH", if required, in this section as well.
2. Enter the account code, agency name, date of request, requestor's name, requestor's email address, and requestor's phone number.
3. Enter the Container # (Box #) being requested.
4. If request is at the file level, enter the File Description (name and/or number) to the right of the Container #.

### **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](mailto:records@azlibrary.gov)

An Equal Opportunity Employer