



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



## INSTRUCTIONS

Use this form *ONLY* for records that were destroyed and were on a current approved Retention Schedule.

1. In the top section enter the name of your Agency or Public Body, and include any subdivision breakdown for division, department or unit.
2. List the Record Series titles associated with the destruction using the exact record series name(s) found on the approved Retention Schedule being followed.
3. Enter the schedule number for the Retention Schedule you are following to determine eligibility for destruction.
4. Enter the record series number (five digit code) of the authorized schedule you are following.
5. Enter the earliest date of records you are requesting to destroy under the *Records Start Date* column and the latest date for the records you are requesting to destroy under the *Records End Date* column.
6. Enter the date the records were eligible for destruction.
7. Enter the format of the records to be destroyed under the *Format: Paper, Digital, Microfilm* column.
8. Enter the amount of records being destroyed under the *Number of Files, Boxes, Reels or Electronic File Size* column.
9. If additional pages are needed for reporting, please save and print the form and fill in the corresponding page numbers at the top of the form.
10. At the bottom of the form the Agency or Public Body Records Officer must sign and date the Certificate of Destruction to certify the records were properly destroyed.
11. Mail or e-mail the original completed form to the Arizona State Library, Archives, and Public Records, Records Management Center.

**Polly Rosenbaum State Archives and History Building**

1901 W. Madison St. • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records>

Phone: (602) 926-3820 • E-Mail: [records@azsos.libanswers.com](mailto:records@azsos.libanswers.com)



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## CERTIFICATE OF RECORDS DESTRUCTION

As authorized under ARS §41-151.19, "...A report of records destruction that includes a list of all records disposed of shall be filed at least annually with the state library on a form prescribed by the state library."

Failure to comply with these procedures is a violation of ARS §41-151.19.

**Public Body** \_\_\_\_\_ **Division** \_\_\_\_\_

**Department** \_\_\_\_\_ **Office/Unit** \_\_\_\_\_

Record Series Title as Stated on Approved Schedule	Schedule Number	Record Series Number	Records Start Date	Records End Date	Eligible to Destroy Date	Format: Paper, Digital, Microfilm	# of Files, Boxes, Reels; Electronic File Size

<b>Records Officer Approval</b> (type or print name):	<b>Title</b> (type or print):	<b>Phone :</b>
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<b>Records Officer Signature:</b>	<b>E-Mail:</b>	<b>Date:</b>
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