

ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE

Newspaper / City Directory Search Request

- Scanning or copying beyond ten pages will be in accordance with the fee schedule on our website.
- This fee applies to all newspaper / city directory searches including but not limited to obituaries, articles, name entries, and classified ads.
- We cannot guarantee that we will find the information you request.
- Staff will only search a two-week period for a newspaper item, or three years for a city directory item.
- Search requests must specific. Staff cannot address overly broad requests. An example of an acceptable request would be: *"Please send the obituary for John Smith, who passed away March 3, 1935 in Safford, AZ."* An overly broad request would be: *"Please locate a veterinarian by the name of John Smith in Safford, AZ in the 1930's"*

Please print and complete this form, and mail it to address below.

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

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Newspaper Research Request (for City Directories, see other side)

Newspaper article title \_\_\_\_\_

If obituary, name of deceased \_\_\_\_\_

Date \_\_\_\_\_

(If unknown, please list a two week period you would like us to search)

Date of Death \_\_\_\_\_

Obituary Date \_\_\_\_\_

## City Directory Request

City \_\_\_\_\_

Name of person or business \_\_\_\_\_

Address, if known \_\_\_\_\_

Date \_\_\_\_\_

(We will search up to three years; you may choose consecutive or alternating years, i.e., every other or every 5<sup>th</sup> year. If we do not have the exact year, we will search the closest year in our collection.)

Searches of sources beyond the scope of this form (additional *indexed* sources such as Arizona Collection books, periodicals, vertical files, or government documents) will be allotted one half hour of staff assistance. Patrons will be contacted with an estimate of time required and sources to be consulted before any searching is done.

If you have any questions about this form or you are unsure of which newspaper to search, please contact us at 602-926-3870 or by email at [research@azlibrary.gov](mailto:research@azlibrary.gov)