# Arizona State Archives
# Permanent Record Transfer Form

The records described below and on any attached pages are transferred to the official custody of the Arizona State Archives in accordance with ARS §41-151.09. The transferring agency certifies that any restrictions on the use of these records are listed below. In accordance with ARS §41-151.09, custody of these records becomes the responsibility of the Arizona State Library Archives and Public Records, Archives and Records Management.

## Instructions

- This form is for non-digital/electronic media
- Complete and send entire form to the Arizona State Archives
- Fill out only one transfer form for each series transfer, not one form per box
- Attach any Restriction Notes to the Transfer Form
- Entire Form must be completed, including Transfer Inventory

## Transfer Details

**State or County Agency**

**Records Officer Name**

**Address for Records Pick-Up**

**Description of Records**

**Date Span of Records**

**Any Restrictions?**

☐ Yes ☐ No

**If Yes, Note ARS Justification**

**Number of Boxes**

# For Official Use Only

**Records Officer Name** **Records Officer Contact Information**

**Records Officer Signature** **Date**

**Archives Representative Name** **Position**

**Archives Representative Signature** **Date**

**Name of LAPR Pick-Up Coordinator** **Date of Pick-Up**

**LAPR Pick-Up Coordinator Signature** **Date**

**State Archivist Signature** **Date**

**Accession Number** _____ **Record Group Number** _____

Arizona State Library, Archives and Public Records
1901 W. Madison Street, Phoenix, Arizona, 85009
Phone: (602) 926-3720
Updated November 6, 2026

# Transfer Inventory

| Series Number | Volume / Container ID | Contents |
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