



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?

If Yes, Note ARS Justification

Yes

No



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
A Division of the Arizona Secretary of State



Transfer Inventory

Series Number	Volume / Container ID	Contents
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Arizona State Library, Archives and Public Records
1901 W. Madison Street, Phoenix, Arizona, 85009
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