



Arizona State Library, Archives and Public Records

CERTIFICATE OF RECORDS DESTRUCTION

Public Body

Division

Department

Office/Unit

LIST OF RECORDS DESTROYED

RECORD SERIES AS STATED ON APPROVED SCHEDULE	SCHEDULE NUMBER OR DATE	RECORDS START DATE	RECORDS END DATE	FORMAT PAPER, DIGITAL, MICROFILM	NUMBER OF FILES, BOXES, REELS OR ELECTRONIC FILE SIZE

Continue on page 2 for additional records series

On behalf of _____ [Public Body]

[signature and title]

Date:

[printed name]

AUTHORIZATION

AS AUTHORIZED UNDER ARS §41-151.19, Determination of value; disposition ...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.

RECORDS MANAGEMENT DIVISION

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