



# ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE

## RECORDS MANAGEMENT BRANCH



Arizona State Library, Archives, and Public Records  
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Phone: (602) 926-3720

## ESSENTIAL RECORDS LISTING

### INSTRUCTIONS: Use this form to list the ESSENTIAL RECORDS of your agency.

**Agency Name and Date:** Enter the name of your agency and the date of the listing.

Provide the contact information for your agency's designated Records Officer (RO) to include: Name, Email, and Telephone No.

**Record Series Title/Schedule Number/RSN:** List the Record Series titles using the exact record series name(s) found on the approved Retention Schedule being followed, the schedule number or date approved, and the five digit record series number (RSN). If the records are unscheduled, write the terminology used in your office in the first column.

**E.D.** (Essential Designation). Enter the corresponding number of the designation for the record series listed. The number will show the essential records criteria chosen to designate this series as essential.

1. Are necessary for emergency response.
2. Necessary to resume or continue operations.
3. Protect the health, safety, property and rights of residents and the government.
4. Would require massive resources to reconstruct.
5. Document the history of communities or families.

**Media:** Check the box designating the format of the records in this series: paper, electronic, microfilm, other.

**Document type:** Check the box designating if the records are the original documents or copies.

**Location:** For the record series listed, put the physical location of the records or the server (could include building, floor, room, file cabinet number, drawer number, etc.)

**Quantity:** List the quantity of the records in the series listed. This could include the number of boxes, bookshelves, file cabinet drawers, cubic feet, linear feet, megabytes, etc.

**Update Cycle:** Describe how often records are updated at this location (i.e. weekly, quarterly, annually, etc.).

**Salvage Instructions:** Briefly describe the necessity of salvaging this series (i.e. immediately, if necessary, etc.)

**Backup Information:** If there are copies of the record series listed and you do not use a separate line to describe them, note if the copies are on-site or off-site, and the location of the records.

**Submitting form:** Ensure that the form has been signed by your agency's designated Records Officer (RO) and submit via email to [records@azlibrary.gov](mailto:records@azlibrary.gov).

