

PCS 703 D

State of Arizona

SINGLE REQUEST

FOR RECORDS NOT ON RETENTION SCHEDULE



Department of Library, Archives & Public Records
RECORDS MANAGEMENT DIVISION
1919 West Jefferson Street
Phoenix, Arizona 85009
542-3741

NUMBER
(For RMD Use Only)

<input checked="" type="checkbox"/> STATE AGENCY	<input type="checkbox"/> POLITICAL SUBDIVISION	DATE 11/4/94
AGENCY NAME ARIZONA STATE UNIVERSITY	ORG. UNIT DEPT. OF INFORMATION	PHONE x9999
ADDRESS BOX 9999	CITY TEMPE	ZIP 85287-9999
SUBMITTED BY I. M. Filing	TITLE	SIGNATURE X

RECORDS TO BE DISPOSED OF

CODE (Provided by DLAPP)	RECORD SERIES	INCLUSIVE DATES		ESTIMATED VOLUME (CUBIC FEET)
		FROM	THRU	
	Dept. Chair Search Committee Records	1982	1986	2
<h1>SAMPLE</h1>				

ARCHIVES DIVISION COMMENTS

RECORDS MANAGEMENT DIVISION COMMENTS

AUTHORIZATION

CODE

- A Transfer to Department of Library, Archives and Public Records, Archives Division.
- B Continue to hold until _____
- C Transfer to _____
- D Destruction by most prudent and economical process.

APPROVED BY:	DATE
DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS	

TRANSFERRED TO STATE ARCHIVES OTHER DESTROYED

NAME	SIGNATURE X
AGENCY	DATE