TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: September 8, 2016

SUBJECT: Routine Destruction of Records per State-Approved Retention Schedule

SUBMITTING DEPARTMENT: Town Clerk

PREPARED BY: Mandi Garfield, Records Mgmt Tech for Diane Russell, Town Clerk

AGENDA LOCATION: Comments/Communications ☐, Consent ☒, Work/Study☐, New Business ☐, Public Hearing ☐, Second Reading ☐

ATTACHMENTS: (a) Report/Certificate of Records Destruction

SUMMARY/BACKGROUND: The attached Report/Certificate of Records Destruction form lists current Town records that have surpassed State and Town records retention dates and are ready for destruction after Council approval per ARS §41-151.19. This includes electronic documents that have surpassed their retention dates.

OPTIONS ANALYSIS: N/A

ACTION OPTION: Motion to approve listed destruction of records from the Town Clerk's office. **VOTE.**

RECOMMENDATION: Staff recommends approval for destruction of the listed records.

FISCAL ANALYSIS: No direct fiscal impact anticipated.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:
☐ Approved ☐ Denied ☐ Tabled/Deferred ☐ Assigned to _____