

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: October 20, 2016**

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

**SUBMITTING DEPARTMENT:** Town Clerk

**PREPARED BY:** Diane Russell, Town Clerk

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

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**ATTACHMENTS:** (a) Report/Certificate of Records Destruction

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**SUMMARY/BACKGROUND:** The attached Report/Certificate of Records Destruction form lists additional Town records that have surpassed State and Town records retention dates and are ready for destruction after Council approval per ARS §41-1345. These additionally identified records are an addendum to the 8/11/16 list of records approved by the applicable departments and the council at the September 8, 2016 council meeting. Records are scheduled for destruction/recycling on October 21, 2016

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**OPTIONS ANALYSIS:** N/A

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

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

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**FISCAL ANALYSIS:** No direct fiscal impact anticipated.

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved  Denied  Tabled/Deferred  Assigned to \_\_\_\_\_