

# REPORT/CERTIFICATE OF RECORDS DESTRUCTION



**Arizona State Library, Archives and Public Records**  
**RECORDS MANAGEMENT DIVISION**  
 1919 West Jefferson Street  
 Phoenix, Arizona 85009  
 Phone: 602-542-3741 Fax: 602-542-3890  
 E-mail: rmd@lib.az.us

| AUTHORITY                           |
|-------------------------------------|
| Date of approved schedule or manual |
| 2/9/06                              |

|                                       |  |                           |
|---------------------------------------|--|---------------------------|
| <input type="checkbox"/> STATE AGENCY | POLITICAL SUBDIVISION<br><input checked="" type="checkbox"/> Town of Prescott Valley | DATE<br>11/5/09           |
| AGENCY NAME<br>Town Clerk's Office    | ORGANIZATIONAL UNIT<br>Records Center  | PHONE<br>928-759-3028     |
| ADDRESS<br>7501 E Civic Circle        | CITY<br>Prescott Valley  | <b>AZ</b><br>ZIP<br>86314 |

## LIST RECORDS DESTROYED

| RECORD SERIES   | DATES COVERED |          | ESTIMATED VOLUME * |
|---|---------------|----------|--------------------|
|   | FROM          | THRU     |                    |
| Legal- Closed Prosecution files CP# 10298-10603                           | 7/6/04        | 10/26/04 | 6.0                |
| HR- Town applications   | 6/1/07        | 10/30/07 | 4.5                |
| Parks- PO's, FPO's, travel requests, former employees timesheets (copies) | 7/1/07        | 6/30/08  | 4.5                |
| TC- 3/10/09 Election records: Ballots, voting abstracts etc.              | 3/10/09       | 3/10/09  | 17.5               |
| *MS, FIN- Monthly Journal Entries (scanned to laserfiche)                 | 7/1/01        | 6/30/02  | 12.0               |
| *MS, FIN- Monthly Journal Entries (scanned to laserfiche)                 | 3/1/03        | 6/30/03  | 4.5                |
| *State approved 5/21/08 to destroy originals making scan the original.    |               |          |                    |
| MS-UB- OLD Utility Billing (UB) Back up                                   | 1988          | 2006     | 13.5               |
| CD- SFR (Single Family Residential) Plans                                 | 1/1/08        | 12/31/08 | 1.5                |
| MS, FIN- Finance records on 3 1/2" x 3 1/2" DS/HD Diskettes               | 1998          | 2003     | .5                 |
| PW- Engineering Boxes # 42-44   | 1998          | 2002     | 4.5                |
| Total Cubic Feet this page only   |               |          | 69.0 CF            |

## CERTIFICATE

**The above records have been destroyed so as to render them totally useless.**

|                                      |                     |
|--------------------------------------|---------------------|
| DESTROYED BY (NAME)<br>Diane Russell | TITLE<br>Town Clerk |
| SIGNATURE<br><b>X</b>                | DATE<br>11/9/09     |

*\* Volume of paper records is estimated in cubic feet to the nearest whole number. Volume of digital records may be stated by the estimated memory volume it consumed.*