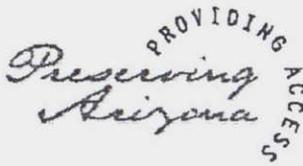


REPORT/CERTIFICATE OF RECORDS DESTRUCTION



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 <input checked="" type="checkbox"/> Town of Prescott Valley	DATE 12-2-10
AGENCY NAME Town Clerk's office	ORGANIZATIONAL UNIT Records Center Page 1 of 2	PHONE 928-759-3028
ADDRESS 7501 E. Civic Circle	CITY Prescott Valley	AZ ZIP 86314

LIST RECORDS DESTROYED

RECORD SERIES	DATES COVERED		ESTIMATED VOLUME *
	FROM	THRU	
HR-Terminated employee files	01/01/84	12/31/01	6.0 cu ft
HR-Police Applications	01/01/07	11/30/07	3.0 cu ft
Legals- closed prosecution files	07/01/05	11/30/05	9.0 cu ft
TC- DVD/Cassette tapes of Regular Meetings & Boards	1/1/09	12/31/09	1.5 cu ft
TC- Laserfiche Systems, Expired contracts (working volume)	7/1/03	6/30/04	28 MB
TC- Laserfiche System, Expired Public Records (working volume)	7/1/07	6/30/08	10 MB
FIN- Town/CFD Bank reconciliations scanned to laserfiche *	7/1/04	6/30/05	3.0 cu ft
FIN- Town/CFD Bank reconciliations scanned to laserfiche *	07/01/02	06/30/03	1.5 cu ft
FIN- Town/CFD Journal Entries scanned to laserfiche *	7/1/06	8/31/08	7.5 cu ft
FIN- Bank Statements & Trusts scanned to laserfiche *	7/1/02	6/30/08	12 cu ft
FIN- Town/CFD's Bank reconciliations scanned to laserfiche *	7/1/04	6/30/05	1.5 cu ft.

* State approved 5/21/06 to destroy originals making scan the original.

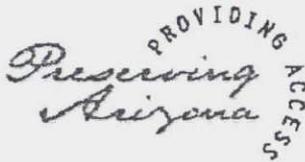
CERTIFICATE

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

DESTROYED BY (NAME) Diane Russell	TITLE Town Clerk
SIGNATURE X	DATE 12/3/10

** 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.*

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<input type="checkbox"/> STATE AGENCY	POLITICAL SUBDIVISION <input checked="" type="checkbox"/> Town of Prescott Valley	DATE 12-2-10
AGENCY NAME Town Clerk's office	ORGANIZATIONAL UNIT Records Center Page 2 of 2	PHONE 928-759-3028
ADDRESS 7501 E. Civic Circle	CITY Prescott Valley	AZ ZIP 86314

LIST RECORDS DESTROYED

RECORD SERIES	DATES COVERED		ESTIMATED VOLUME *
	FROM	THRU	
TM- Project files (misc)	1/1/96	12/31/01	1.5 cu ft
PR- Recreation activity files- pool	7/1/06	6/30/07	1.5 cu ft
PR- Project material vendor req's pool	7/1/01	6/30/04	1.5 cu ft
Total cubic feet for page 1			45.0
Total cubic feet for page 2			4.5
Total cubic feet destroyed in RC			49.5 cu ft

CERTIFICATE

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

DESTROYED BY (NAME) Diane Russell	TITLE Town Clerk
SIGNATURE X	DATE 12/3/10

** 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.*