

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: February 24, 2011**

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

SUBMITTING DEPARTMENT: Town Clerk

PREPARED BY: Geni LeQuesne, 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 Town records that have surpassed State and Town records retention dates and are ready for destruction after Council approved per ARS 41-1345.

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 _____