

# 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 2-24-11
AGENCY NAME Town Clerk's office	ORGANIZATIONAL UNIT Records Center	PHONE 928-759-3028
ADDRESS 7501 E Civic Circle	CITY Prescott Valley	<b>AZ</b> ZIP 86314

## LIST RECORDS DESTROYED

RECORD SERIES	DATES COVERED		ESTIMATED VOLUME *
	FROM	THRU	
PD- Employee Leave records	1/1/07	12/31/07	3.0 cu ft
HR- Terminated employee files	1/1/84	12/31/02	3.0 cu ft
HR- Misc. applications	7/1/08	12/31/08	1.5 cu ft
HR- Terminated employee files	1/1/04	12/31/04	1.5 cu ft
Parks- Inspection park playground equipment	8/1/05	12/31/07	1.5 cu ft
TC- Cancelled Business License applications	1/1/07	12/31/07	6.0 cu ft
CD- IPR Intial Project Reviews	1/1/08	12/31/08	1.5 cu ft
LEGAL- Closed Prosecution files	11/1/05	1/31/06	4.5 cu ft
FIN- Journal Entries * Scanned to laserfiche	7/1/05	6/30/08	1.5 cu ft
FIN- Bank statements & reconciliations * scanned to laserfiche	7/1/03	6/30/08	4.5 CUFT
* state approval 5/21/06 to destroy originals making scan the original.			
Total cubit feet destroyed			28.5 CF

## CERTIFICATE

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

DESTROYED BY (NAME) Diane Russell	TITLE Town Clerk
SIGNATURE <b>X</b>	DATE 2/25/11

\* 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.