ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE

Preserving Arizona — PROVIDING ACCESS
Arizona State Library, Archives and Public Records

CERTIFICATE OF RECORDS DESTRUCTION

As authorized under ARS §41-151.19, "...A report of records destruction that includes a list of all records disposed of shall be filed at least annually with the state library on a form prescribed by the state library."

Failure to comply with these procedures is a violation of ARS §41-151.19.

Public Body City of El Mirage **Division**

Department Human Resources **Office/Unit**

Record Series Title as Stated on Approved Schedule	Schedule Number or Date	Item #	Records Start Date	Records End Date	Eligible to Destroy Date	Format: Paper, Digital, Microfilm	# of Files, Boxes, Reels; Electronic File Size
Employee Personnel Records, Official Copy	GS-1006 (Rev. 2)	20704	1/6/2003	3/6/2015	3/7/2020	Paper	7 files
Hiring/Selection Records, All Others	GS-1006 (Rev.2)	20722	4/24/2017	8/23/2017	2/24/2020	Paper	18 files
I-9 Forms	GS-1006 (Rev. 2)	20730	8/5/2009	2/8/2019	2/9/2020	Paper	4 files
Grievance and Complaint Records	GS-1006 (Rev. 2)	20719	1/5/2012	10/9/2012	10/10/2015	Paper	6 files
Insurance Policies (Contract with Insurance Company)	GS-1006 (Rev. 2)	20725	5/11/2011	6/30/2013	7/1/2019	Paper	1 file

Records Officer Approval (type or print name):	**Title** (type or print): Human Resources Director	**Phone :** 623-876-2949
Records Officer Signature: Dan Kurek	**E-Mail:** dkurek@elmirageaz.gov	**Date:** 3/9/2020

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