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	6/6/2006	10/31/2016	10/31/2021	Paper	9 files
I-9 Forms	GS-1006, Rev. 2	20730	12/17/1990	10/28/2020	10/28/2021	Paper	1 file

Records Officer Approval (type or print name): Dawn Kurek	**Title** (type or print): Human Resources Director	**Phone :** 623-876-2949
Records Officer Signature: D Kurek	**E-Mail:** dkurek@elmirageaz.gov	**Date:** 10/18/21

Polly Rosenbaum State Archives and History Building
1901 W. Madison St. • Phoenix, Arizona 85009 • Home Page: http://www.azlibrary.gov/records
Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

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