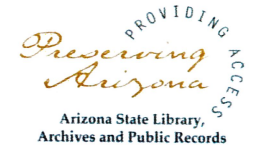




SECRETARY OF STATE

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

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.**

## INSTRUCTIONS

Use this form *ONLY* for records that were destroyed and were on a current approved Retention Schedule

1. In the top section enter the name of your Agency or Public Body, and include any subdivision breakdown for division, department or unit.
2. List the Record Series associated with the destruction using the exact record series number(s) and name(s) found in the Retention Schedule Database.
3. Enter the earliest date of records you are requesting to destroy under the *Records Start Date* column and the latest date for the records you are requesting to destroy under the *Records End Date* column.
4. Enter the date the records were eligible for destruction.
5. Enter the format of the records to be destroyed under the *Format: Paper, Digital, Microfilm* column.
6. Enter the number of records being destroyed under the *Number of Files, Boxes, Reels or Electronic File Size* column.
7. If additional pages are needed for reporting, please attach a file with the certificate when sending to the Arizona State Library, Archives, and Public Records.
8. At the bottom of the form the Agency or Public Body Records Officer must sign and date the Certificate of Destruction to certify the records were properly destroyed.
9. Send the completed form and any additional files to [records@azlibrary.gov](mailto:records@azlibrary.gov) or [records@azsos.libanswers.com](mailto:records@azsos.libanswers.com).

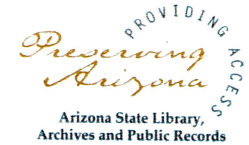
### ARCHIVES AND RECORDS MANAGEMENT

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(602) 926-3720 • [records@azlibrary.gov](mailto:records@azlibrary.gov) • <http://www.azlibrary.gov/arm>



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Public Body City of El Mirage

Division City Clerk

Department City Clerk

Office/ Unit \_\_\_\_\_

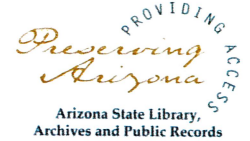
Record Series Number and Title	Records Start Date	Records End Date	Eligible to Destroy Date	Format:			Amount		
				Paper	Microfilm	Digital	Boxes	Files	File Size
ADOT Scope of Work	11.20.1990	11.20.2000	11.20.2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Homeland Security After Action Report	8.24.2006	8.24.2006	8.24.2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Environmental Protection Agency Violation Notice	3.24.2004	3.24.2004	3.24.2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Az State Procurement Agreement	10.21.2002	6.30.2006	6.30.2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
US Office of Management & Budget Memo	8.24.2012	8.24.2012	8.24.2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Az Dept of Health Services Equipment Use Agreement	4.10.2013	6.30.2014	6.30.2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Homeland Security Unit Training MOU	5.3.2013	5.3.2013	5.3.2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Az Attorney General Victims Rights Program	10.5.2013	6.30.2014	6.30.2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
US Dept of Justice Voters Rights	10.13.2015	10.13.2015	10.13.2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Form Filled Out By (print): Wendy Henson	Email: whenson@elmirageaz.gov			Phone: 623.876.2931					
Records Officer Name (print): Wendy Henson	Title (print): Deputy City Clerk			Date: 9.17.2024					
Records Officer Signature: 	Email: whenson@elmirageaz.gov			Phone: 623.876.2931					

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Office/ Unit \_\_\_\_\_

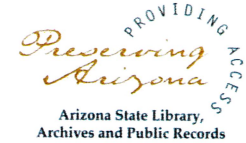
Record Series Number and Title	Records Start Date	Records End Date	Eligible to Destroy Date	Format:			Amount		
				Paper	Microfilm	Digital	Boxes	Files	File Size
Emergency Management Funds Memo	11.6.2014	11.6.2014	11.6.2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
AZTEC Case Mgmt System IGA	6.14.2010	6.14.2015	6.14.2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Office of Personal Management Position Classification Memo	7.10.2015	7.10.2015	7.10.2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Area Agency on Aging Disposition	10.1.2010	10.1.2010	10.1.2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
AZ Dept of Health Services Agreement	12.27.2005	12.27.2015	12.27.2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Federal Fund Commitment Letter	1.28.2016	1.28.2016	1.28.2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Az DEQ PM-10 Ordinance	4.24.2013	4.24.2013	4.24.2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Wizard Paramedic Training Agreement	9.10.2015	9.10.2016	9.10.2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
ADOT IGA El Mirage Road ITS	5.5.2016	6.30.2017	6.30.2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Form Filled Out By (print): Wendy Henson	Email: whenson@elmirageaz.gov			Phone: 623.876.2931					
Records Officer Name (print): Wendy Henson	Title (print): Deputy City Clerk			Date: 9.17.2024					
Records Officer Signature: 	Email: whenson@elmirageaz.gov			Phone: 623.876.2931					

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Record Series Number and Title	Records Start Date	Records End Date	Eligible to Destroy Date	Format:			Amount		
				Paper	Microfilm	Digital	Boxes	Files	File Size
Az Dept Homeland Security Sub-recipient Agreement	8.26.2016	9.30.2017	9.30.2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Az Dept Fire Safety Manufactured Housing IGA	10.12.2012	10.12.2017	10.12.2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	
Az Dept Forestry Fire Rate Agreement	4.1.2013	5.15.2018	5.15.2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
US Dept of Justice Task Force Agreement	1.17.2018	9.30.2018	9.30.2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Az Attorney General Victims Rights Program	9.11.2018	6.30.2019	6.30.2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
ADOT IGA Frontage Road	1.29.2018	6.30.2019	6.30.2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
Motorola Solutions Radio Purchase	9.5.2019	9.5.2019	9.6.2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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Records Officer Name (print): Wendy Henson	Title (print): Deputy City Clerk			Date: 9.17.2024					
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