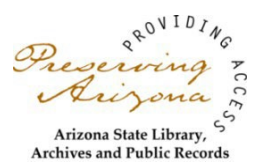




SECRETARY OF STATE

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



AGENCY RECORDS OFFICER DESIGNATION FORM

Pursuant to ARS §41-151.14, the head of each state and local agency shall designate an individual within the agency to manage the records management program of the agency. **The agency shall reconfirm the identity of this individual to the state library every other year.** The designated individual must be at a level of management sufficient to direct the records management program in an efficient and effective manner and shall act as a coordinator and liaison for the agency with the state library.

Instructions: Complete this form to inform the State Library of any changes regarding your agency records officer. This includes new designations or updates to contact information. Once filled out, kindly return the signed form to records@azlibrary.gov.

ACTION: ☐ New Designation ☐ Update to Existing Designation

Agency Name: Town of Prescott Valley	Division, Department or Unit Name: Town Clerk		
Agency Records Officer Name: Fatima Fernandez	Title: Town Clerk		
Mailing Address: 7501 E Skoog Blvd	City: Prescott Valley	State: AZ	Zip: 86314
E-mail Address: ffernandez@prescottvalley-az.gov	Telephone: 928-759-3028		
Does the Records Officer have authority to set policy or procedures? ☒ Yes ☐ No			
I, <u>Kell Palguta</u> , do hereby designate the above individual as the listed agency's records officer. Agency Head or Designee			
Head of Agency (or Designee) Signature:		Date:	
Head of Agency (or Designee) Title: Mayor			

For LAPR Use Only:

Certified By: _____ Date: _____
Records Analyst or Administrator

This designation expires on or before: _____.