

CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25,
Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

1. Agency/Locality City of Gustavus	2. Division/Department Disposal & Recycling Center	3. Person Completing Form Paul Berry DRC Manager/ Operator
4. Address, City, State & Zip P.O. Box 1, Gustavus, AK 99826	5a. Telephone Number 907-697-2451	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A - 12 (5 years)	Accounting Payroll	04/2004 - 10/2004	Disposal & Recycling Center	1 file FY'04, 1 file FY'05	
A-5 (8 years)	Accounting banking records	04 - 06/2004, 07 - 09/2004	Disposal & Recycling Center	1 file FY'04, 1 file FY'05	Recycle
A-4 (4 years)	Accounting - Accounts Receivable/Payable	04/2004 - 06/2004, 07/2004 - 06/2005, 07/2005 - 06/2006, 07/2006 - 06/2007, 07/2007 - 06/2008, 07/2008 - 06/2009, 07/2009 - 06/2010, 07/2010 - 06/2011,	Disposal & Recycling Center	1 file FY'04, 1 file FY'05, 1 file FY'06, 1 file FY'07, 1 file FY'08, 1 file FY'09, 1 file FY'10, 1 file FY'11,	Recycle
A-3 (4 years)	Accounting - Financial & Accounting Reports	04/2004 - 06/2004, 07/2004 - 06/2005, 07/2005 - 06/2006,	Disposal & Recycling Center	1 file FY'04, 1 file FY'05, 1 file FY'06,	Recycle
A-2 (3 years)	Accounting - Budget Work Papers	07/2005 - 06/2006, 07/2006 - 06/2007, 07/2007 - 06/2008, 07/2008 - 06/2009, 07/2009 - 06/2010, 07/2010 - 06/2011,	Disposal & Recycling Center	1 file FY'06, 1 file FY'07, 1 file FY'08, 1 file FY'09, 1 file FY'10, 1 file FY'11,	Recycle
A-18 (2 years)	Accounting - Grants (not awarded)	07/2008 - 06/2009 07/2009 - 06/2010	Disposal & Recycling Center	1 file FY'09 1 file FY'10, 1 file FY2009 Denali Grant for HHW container	Recycle

DESTRUCTION APPROVALS

Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. MAYOR _____

DATE _____

8. CITY CLERK/TREASURER _____

DATE _____

9. RECORDS DESTRUCTION

AFFIRMED BY: _____

DATE _____