

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY20-05**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING THE POLICY AND PROCEDURES  
FOR PUBLIC RECORDS MAINTENANCE**

**WHEREAS,** The City of Gustavus generates numerous documents, files, correspondences, e-mails, and memorialization's; and,

**WHEREAS,** The City of Gustavus last updated its Public Records Maintenance Policy and Procedure effective October 17, 2013; and,

**WHEREAS,** Gustavus Municipal Code 2.70.030 requires the Mayor to approve a records retention schedule that details the types of records that will be retained and the period of time for which they will be retained.

**NOW THEREFORE BE IT RESOLVED,** that the Gustavus City Council updates this Policy and Procedure for Public Records Maintenance which includes a Records Retention Schedule, a Conversation Record, a Request for Public Records and a Certificate of Records Destruction, attached to and made a part of this resolution.

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of \_\_\_\_\_, 2022, and effective upon adoption.

\_\_\_\_\_  
Mike Taylor, Mayor

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Attest: Karen Platt CMC, City Clerk