

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 Desk of the City Clerk	3. Person Completing Form Karen Platt CMC, City Clerk
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
C-20 (5yrs)	Committee Files	2004	City Hall	1 File	Recycle
A-2 (3yrs)	Budget Work Papers	2004	City Hall	1 File	Recycle
HR-3 (Until Superseded)	Job Description	2004	City Hall	1 File	Recycle
A-17 (state 6yrs)	Grants	1989-2016	City Hall	100 Files	Recycle
A-18 (2yrs)	Grants (Not Received)	2006, 09, 12, 13, 19	City Hall	4 Files	Recycle
A-17 (fed 3yrs)	Grants	2006, 08, 11, 12, 13, 14, 15, 16, 17, 18, 19	City Hall	23 Files	Recycle
A-17 (CIP 20yrs)	Grants	1997-2001	City Hall	4 Files	Recycle
AD-1 (AN)	General Admin	1991, 94 - 01, 2010, 2015	City Hall	6 Files	Recycle
A-4 (4yrs)	Accounts Payable/Receivable	2006, 07, 15, 16	City Hall	5 Files	Recycle
C-15 (7yrs)	Public Required Notices	2014	City Hall	1 File	Recycle
A-25-(CY+3)	Business Permits	2012-13, 2017, 2019	City Hall	1 Pocket File, 4 Reg Files	Recycle
C-3 (3yrs)	Council Non-Permanent General Correspondence	2018, 29	City Hall	2 Pocket folders	Recycle
PW1 (4yrs)	Procurement Files	2009, 11, 14, 15, 16, 17	City Hall	10 Files	Recycle
PW4 (L+6)	Contracts	2009, 11, 14, 15, 17	City Hall	9 Files	Shred
E2 (Need is met)	Transitory/Misc. Administrative	2014-17, 2019-22	City Hall Network	69 Electronic documents	Delete
F-6 (30 days)	Fire & Rescue Response Dispatch	Jan 2000-November 2023	GVFD	Telephone SID Recorder & SD Card	Delete
A-4 (FY+3yrs)	Accounts Payable/Receivable	2014-15	City Hall Network	8 Electronic documents	Delete
A-25 (4yrs)	Permits/Registration	2016-18	City Hall Network	14 Electronic documents	Delete
AD-1 (Admin Need is met)	General Administration	2014, 2016-20	City Hall Network	31 Electronic documents	Delete
AD-3 (Admin Need is met)	Transitory Information	2014, 15	City Hall Network	6 Electronic documents	Delete
F-7 (3yrs)	Dispatch logs	2014, 2016	City Hall Network	3 Electronic documents	Delete

F-8 (T+6yrs)	Training Files	2015-16	City Hall Network	5 Electronic documents	Delete
F-16 (6yrs)	Fire General	2014-16	City Hall Network	12 Electronic documents	Delete

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** _____