## CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25,

1. Agency/Locality	2. Division/Department	3. Person Completing Form	
City of Gustavus	Desk of the City Clerk	Karen Platt CMC, City Clerk	
4. Address, City, State & Zip	5a. Telephone Number	5b. E-mail Address	
P.O. Box 1, Gustavus, AK 99826	907-697-2451		
		clerk@gustavus-ak.gov	

6. Records to Be Destroyed

o. Records to be Descroyed							
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	2015-17	Clerk Files	3 File Folders	Recycle		
C-18 (6yrs)	Contract-Construction	2015-16	Clerk Files	2 File Folder	Shred		
PW-1 (3yrs)	Procurement	2017	Clerk Files	1 File Folder	Recycle		
C-21 (6 yrs)	Clerk General	2014	Clerk Files	1 File Folder	Recycle		
A-12 (10yrs)	Accounting – Payroll	2002	Treasurer Files	1 Document	Shred		
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## **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