

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY22-10**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING THE POLICY AND PROCEDURES  
FOR PUBLIC RECORDS MAINTENANCE – Appendix 1 RECORDS RETENTION SCHEDULE**

**WHEREAS**, the Gustavus City Council recognizes that a records information management and retention policy is essential to the proper maintenance, storage and destruction of all records used, created received, maintained or held by the Municipality; and,

**WHEREAS**, the City of Gustavus last updated its Public Records Maintenance Policy and Procedure – Appendix 1 Records Retention Schedule effective February 14, 2022; and,

**WHEREAS**, this policy will reduce requirements for storage space, ensure consistency in disposition and handling, and reduce chances for reckless disposal.

**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 – Appendix 1 Records Retention Schedule 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.

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Mike Taylor, Mayor

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Attest: Karen Platt CMC, City Clerk