

## 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

<b>1. Agency/Locality</b> City of Gustavus	<b>2. Division/Department</b> Desk of the City Clerk	<b>3. Person Completing Form</b> Karen Platt CMC, City Clerk
<b>4. Address, City, State &amp; Zip</b> P.O. Box 1, Gustavus, AK 99826	<b>5a. Telephone Number</b> 907-697-2451	<b>5b. E-mail Address</b> 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-2 (5yrs)	Accounting – Budget Work Papers	2005-2014	City Hall Network	71	
A-3 (4yrs)	Accounting – Financial & Accounting Reports	2004-2016		371	
A-4 (4yrs)	Accounting – Accounts Receivable/Payable	2004-2016		3012	
A-5 (8yrs)	Accounting – Banking Records	2008-2009, 2011-2016		68	
A-11 (T+10yrs)	Accounting – Payroll Register	2009-2010		2	
A-12 (5yrs)	Accounting – Payroll	2005, 2009, 2014, 2015		8	
A-13 (15yrs)	Accounting – Payroll	2005		1	
A-15 (4yrs)	Accounting – Sales Tax	2004-2013		417	
A-24 (10yrs)	CIP Request File	2005, 2008, 2010		18	
A-25 (4yrs)	Permits, Registrations	2004-2008, 2012-2015		157	
A-26 (7yrs)	Sales Tax Appeals; Small Claims	2004-2012		140	
A-27 (5yrs)	Accounting – General	2005-2015		129	
AD-1 (AN)	General Administration	2005, 06, 08, 09, 11, 12, 14		22	
AD-2 (NA)	Non record	2004-2017, 2019		290	
AD-3 (AN)	Transitory Information	2005-2007, 2013-2015		10	
AD-4 (4yrs)	Policies and Procedures	2006-2007		3	
C-3 (3yrs)	Council Non-Permanent Records	2005-2015		75	
C-6 (6yrs)	Elections – General	2004-2014		541	
C-7 (1yr)	Elections – Ballots	2008-2010		4	
C8-B (3yrs)	Informal Petitions	2012-2014		2	
C12- (7yrs)	Council Meeting Documentation	2004-14		297	
C-15 (7yrs)	Required Public Notices	2004-2015		308	

C-17 (2yrs)	Public Records Requests	2009-2011		10	
C-19 (6yrs)	Liquor License Endorsement or Protest	2006, 2007, 2012, 2013		11	
C-20 (5yrs)	Committee Files	2005-20014		116	
C-21 (6yrs)	Clerk General	2004-11, 13-15		130	
E-2 (AN)	Transitory & Miscellaneous Administrative Info	2005, 2007, 20010, 2014		11	
E-3 (7yrs)	Subject Files	2004-15		77	
F-16 (6yrs)	Fire & EMS General	2005, 2007-2012, 2014		24	
HR-1 (C)	Organization Charts- Salary Schedule	2005, 2015		2	
HR-2 (15yrs)	Human Resources- Employees-training	2005-2006, 2010, 2013- 2014		98	
HR-3 (C)	Job Descriptions	2005, 2008, 2010, 2011, 2013		10	
HR-6 (1yr)	applications (not hired)	2005		1	
L-14 (Active)	Library Equipment	2018		1	
MF-1 (3yrs)	Marine Facilities Files	2007, 2011		5	
PL-1 (10yrs)	Land Management- General	2008, 2013, 2014		7	
PW-1 (4yrs)	Procurement Files	2005-2017		105	
PW-4 L+6)	Contracts	2007-2014		25	
R-2 (C)	Snow Removal-Road Maintenance	2005-2008, 2010-2011, 2014-2015		49	

## 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** \_\_\_\_\_