

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 Liesl Barker, 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

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
C-6, 6 yrs	Elections-General	2016 and 2017	City Hall	2 file folders	Shred
C-7, 1 yrs	Election-Ballots	2022	City Hall	3 file folders	Shred
A-4, 4 yrs	Accounts Receivable/Payable	2018	City Hall	1 expandable file	Shred
A-5, 1 yrs	Banking Records	2014 and 2015	City Hall	1 Bankers Box	Shred
A-15, 4 yrs	Sales Tax	2016	City Hall	1 Bankers Box	Shred
C-12, 7 yrs	Council Meeting documentation	2013	City Hall	1/2 Bankers Box	Shred

6. Records to Be Destroyed

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 _____