

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY23-06**

**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 May 9th, 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 include the Disposal and Recycling Center as Record Series D and made a part of this resolution.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of ____ 2023, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk