## CERTIFICATE OF RECORDS DESTRUCTION

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

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	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

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a) Schedule and	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method		
Records Series Number							
C-7	Elections Ballots	10/3/2023	Clerks Office	1 large envelope	Shred or burn		
HR-5	HR General	2018	Treasure's Office	1 folder	Shred or burn		
HR-6	HR Applications not hired	2008	Treasure's Office	1 folder	Shred or burn		
F2	EMS Incident Reports	2011-2014	Fire Chief Office	1 large envelope	Shred or burn		
C-15	Required Public Notice	2013-2014	Clerk's Office	3 expandable folders	Shred or burn		
A-4	Accounts Receivable/Payable	FY2019	Treasure's Office	1 folder	Shred or burn		
A-5	Banking Records	FY2013-2016	Treasure's Office	2 banker boxes	Shred or burn		

## **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
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