

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

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|--|---|---|
| 1. Agency/Locality City of Gustavus | 2. Division/Department Desk of the City Clerk | 3. Person Completing Form Karen Platt CMC, 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 |

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-4 (4yr) | Accounting- Receivable/Payable | 2012, 2016 | Clerk Computer | 5 docs | Delete |
| A-6 (2yr) | Travel | 2016 | Clerk Computer | 7 docs | Delete |
| A-12 (5yr) | Accounting – Payroll | 2007, 2009, 20012, 2013-2015 | Clerk Computer/Treasurer Files | 10 Files | Delete/Shred |
| A-15 (4yr) | Accounting – Sales Tax | 2016 | Clerk Computer | 3 doc | Delete |
| A-25 (4yrs) | Permits/Registrations | 2014, 16, 17 | Clerk Computer | 41 docs | Delete |
| AD-1 (AN) | General Administration | 2016 | Clerk Computer | 1 doc | Delete |
| AD-3 (AN) | Transitory Information | 2009, 2016 | Clerk Computer | 4 docs | Delete |
| C-3 (3yrs) | Council Non-Permanent Records | 2005, 09, 10, 16 | Clerk Computer | 12 docs | Delete |
| C-18 (L+6) | Contracts, Contract Administrations, Construction Project Files | 2005, 10 | Clerk Computer | 2 docs | Delete |
| C-20 (5yrs) | Committee Files | 2008 | Clerk Computer | 1 doc | Delete |
| E-3 (7yrs) | Subject Files | 2004, 07, 09, 10, 12 | Clerk Computer | 5 docs | Delete |
| A-13 (15yrs) | Payroll | 2002, 2003, 2006 | Treasurer Files | 5 docs | Shred |
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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 _____