## 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

## 6. Records to Be Destroyed

o. 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		
D-2 CFY+4 years	Accounts Payable related to DRC's POS Billing system	FY2019	DRC Office	1 large file folder	Shred		
D-3 CFY +3 years	DRC Daily Log Forms	FY2020	DRC Office	1 large file folder	Shred		
C-12 – 7 years	Council Meeting Documentation	2016	City Hall	2 large file folders	Shred		
A-25 C+3 years	Permits, Registrations	2019	City Hall	1 large file folder	Shred		
C-18 Life of contract +6 years	Contracts	2013	DRC Office	2 pages	Shred		
A-15 CFY + 3years	Sales Tax	FY2020	City Hall	1 file box	Shred		
F 2 10 years	EMS Reports	2010- 2013	Fire Chief's Office	½ file box	Shred		

## **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