

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 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 (4yrs)	Accounts Receivable Payable	2016	Clerk Computer Files	1 doc	Delete
A-25 (4yrs)	Permits	2016	Clerk Computer Files	1 doc	Delete
AD-1 (until need is met)	General Admin	2014-2020	Clerk Computer Files	39 docs	Delete
AD-2 (no retention time)	Non Record	2015-2020	Clerk Computer Files	18 docs	Delete
AD-4 (4yrs or until need is met)	Policies and Procedure	2019	Clerk Computer Files	1 doc	Delete
C-3 (3yrs)	Council Non-Permanent	2014-2017	Clerk Computer Files	14 docs	Delete
C-12 (10yrs)	Council Meeting Documentation	2014	Clerk Computer Files	2 docs	Delete
C-20 (5yrs)	Committee Files	2014	Clerk Computer Files	2 docs	Delete
C-21 (6yrs)	Clerk General	2014-2016	Clerk Computer Files	4 docs	Delete
HR-1 (until superseded, obsolete or need is met)	Human Resources- Organizational Chart/Salary Schedule	2019	Clerk Computer Files	2 docs	Delete
HR-3 ((until superseded, obsolete or need is met)	Human Resources-Job Descriptions	2015-2020	Clerk Computer Files	8 docs	Delete
HR-5 (6yrs)	Human Resources- General	2015	Clerk Computer Files	1 doc	Delete
PW-1 (4yrs)	Procurement Files	2014-2015	Clerk Computer Files	2 docs	Delete

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** _____