

## 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

<b>1. Agency/Localty</b> City of Gustavus	<b>2. Division/Department</b> Disposal & recycling Center	<b>3. Person Completing Form</b> Paul Berry DRC Manager/ Operator
<b>4. Address, City, State &amp; Zip</b> P.O. Box 1, Gustavus, AK 99826	<b>5a. Telephone Number</b> 907-697-2451	<b>5b. E-mail Address</b> 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
D-3 (3 years)	DRC Daily Log forms	07/2004 - 06/2019	Disposal & Recycling Center	2 file folder boxes	Recycle
C-18 (6 years)	GBNP Disposal Services Contracts	5/2004 - 6/2012 -	Disposal & Recycling Center	1 file FY2005 – 2007 1 file FY2009 1 file FY2010 1 file FY2011 1 file FY2012	Recycle
C-18 (6 years)	Glacier Bay Lodge & Tours 2006 Waste & Recycling Agreement	2005 - 2006 season	Disposal & Recycling Center	1 file 2005, 2006	Recycle
C-18 (6 years)	Denali Solid Waste Equipment Purchase Grant 263-07	12/2006 – 12/2007	Disposal & Recycling Center	1 file, FY2007 263-07	Recycle
C-18 (6 years)	Denali Solid Waste Equipment Purchase Grant 213-16	4/2006 – 12/2006	Disposal & Recycling Center	2 files RFP 2005 Award 213-16	Recycle
HR-2 (15 years)	Employee records – applications, hours submission, job descriptions, resumes	4/2004 – 12/2008	Disposal & Recycling Center	1 file	Recycle
AD-1	Septage - General	4/2004 – 3/2010	Disposal & Recycling Center	1 file	Recycle

### 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** \_\_\_\_\_