

## 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/Locality</b> City of Gustavus	<b>2. Division/Department</b> Desk of the City Clerk	<b>3. Person Completing Form</b> Liesl Barker, City Clerk
<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
PW1 (CFY+3)	Procurement Files	11/2019 & 05/2020	City Hall	1 small folder	Fire
PW4 (L+6)	Contracts	07/2018, 08/2014, 12/2018	City Hall	1 large folder	Fire
A4 (CFY+4)	Accounting accounts receivable/accounts payable	FY2019, FY2020. FY2021	City Hall	2 banker boxes	Fire
A5 (CFY+7)	Banking records	FY2013-2017	City Hall	2 ¾ banker boxes	Fire
HR 2 (CFY+14)	Human Resources Employee	FY2004-FY2010	City Hall	1/16 <sup>th</sup> banker box	Fire
HR 5 (6)	Human Resources General	2004-2019	City Hall	1 small folder	Fire
HR 6 (CY+1)	Human Resources Employment applications not hired	2023	City Hall	1 application	Fire
A 12	Accounting Payroll	2009	City Hall	1/8 <sup>th</sup> banker box	Fire

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