

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-15, 4yrs	Sales Tax	FY18	City Hall	1 box	Shred
A-25, 4 yrs	Business Permits, Resellers Certificate	FY17, 18	City Hall	1 box + 2 file	Recycle
C-12, 10 yrs	Council Meeting Documentation	FY12	City Hall	24 files	Recycle
A-4, 4yrs	Accounts Receivable/Payable	FY18	City Hall	1 box	Recycle
A-5, 8yrs	Banking Records	FY14	City Hall	1 box	Shred
A-14 1 yr	Payroll	2020	City Hall	1 file	Shred
C-17 1yr	Public Records Requests	2020-2021	City Hall	2 files	Recycle
C-20, 5yrs	Committee Files	2015	City Hall	2 files	Recycle
C-3, 3 yrs	Council Non-Perm- Incoming/outgoing letters	2019	City Hall	2 files	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** _____