## CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25,

| 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

| a) Schedule and Records Series Number | b) Records Series Title | c) Date Range (mo/yr) | d) Location | e) Volume | f) Destruction Method |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A-13 CFY+14years | Accounting - Payroll | 2007 | City Hall | 1 paper | burn |
| A-12 C+4 years | Accounting - Payroll | 2018 | City Hall | 2 file folders | burn |
| HR - 2 CFY+14 years | HR- Employee | 2008 | City Hall | 1 paper | burn |
| HR - 6 CY +1 year | HR Applications for employment (not hired) | 2021 | City Hall | 1 file folder | burn |
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## 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.
$\qquad$
7. MAYOR —_ DATE

DATE
8. CITY CLERK/TREASURER
9. RECORDS DESTRUCTION

AFFIRMED BY:
DATE $\qquad$

