

## 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><br>City of Gustavus                              | <b>2. Division/Department</b><br>Desk of the City Clerk | <b>3. Person Completing Form</b><br>Karen Platt CMC, City Clerk |
| <b>4. Address, City, State &amp; Zip</b><br>P.O. Box 1, Gustavus, AK 99826 | <b>5a. Telephone Number</b><br>907-697-2451             | <b>5b. E-mail Address</b><br><br>clerk@gustavus-ak.gov          |

### 6. Records to Be Destroyed

| a) Schedule and<br>Records Series Number | b) Records Series Title             | c) Date Range (mo/yr) | d) Location | e) Volume | f) Destruction Method |
|--|-------------------------------------|-----------------------|-------------|-----------|-----------------------|
| A-25, 4yrs                               | Business Permits,<br>Reseller Certs | FY2017                | City Hall   | 1bx       | Recycle               |
| A-15, 4yrs                               | Room, retail and fish bx<br>tax     | FY2015-2017           | City Hall   | 1 bx      | Shred                 |
| A-4, 4yrs                                | Accounts<br>Receivable/Payable      | FY2017                | City Hall   | 1bx       | 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** \_\_\_\_\_