

**PETERSBURG BOROUGH
RESOLUTION #2025-09**

**A RESOLUTION ADOPTING AN UPDATED LOCAL GOVERNMENT MODEL
GENERAL ADMINISTRATIVE RECORDS RETENTION AND DISPOSITION
SCHEDULE FOR THE PETERSBURG BOROUGH**

WHEREAS, Petersburg Municipal Code Section 1.18.050A requires Borough departments dispose of records in accordance with a master retention schedule approved by the Borough Assembly; and

WHEREAS, Alaska Statute 40.21.070 requires the governing body of each political subdivision to promote the principles of efficient records management for local public records kept in accordance with state law. The statute states the governing body shall, as far as practical, follow the program established for the management of state records; and

WHEREAS, the Borough's current records retention schedule was adopted by the Petersburg City Council in August of 2002; and

WHEREAS, an updated Records Retention and Disposition Schedule, which mirrors the State of Alaska's Schedule #300.1, has been prepared for the Petersburg Borough.

THEREFORE, BE IT RESOLVED BY THE PETERSBURG BOROUGH ASSEMBLY, the updated Local Government Model General Administrative Records Retention and Disposition Schedule is hereby adopted. The Records Retention and Disposition Schedule and the provisions of Petersburg Municipal Code Chapter 1.18 shall be used in administering Borough records.

PASSED AND APPROVED by the Petersburg Borough Assembly this 5th day of May, 2025.

Mark Jensen, Mayor

ATTEST:

Rebecca Regula, Borough Clerk