

1.31.055 **Disposal of Records:**

[(a)] **A.** Records may be disposed by returning them to the original owner for disposal or destruction purposes provided the following requirements are met:

1. The records requested to be disposed of are without legal, fiscal, administrative or historical value;
2. A request for said disposal from the department or office from which the records originated has been filed with the City Clerk; and
3. The records to be disposed of have met the minimum retention periods as prescribed by the City Council by resolution.

[(b)] **B.** Upon disposal, a descriptive list of the records disposed of and [microfilmed] **scanned**, along with a record of the disposal itself, shall be filed in the City Clerk's office and in the department from which the records were drawn. The City Clerk shall transmit copies of the list and record of disposal to the City Council, and the filing in the office of the City Clerk of the list and record of disposal shall constitute a filing and preservation of these documents by the City Council.

Notice Date to City Council: _____

Type of Records: _____

Destruction Date:

- Buried at Landfill _____
- Shredded at City Hall _____

Standard procedure = Burn/Shred anything listing names, active account numbers, or other personal data.

MUNICIPAL RECORD RETENTION POLICY

(Adopted April 19, 2016)

* See notes affecting policy *

Record Type	Retention Period
[OFFICIAL ACTS AND RECORDS]	
<u>POLICIES AND PROCEEDURES</u>	
Ordinances, <u>Resolutions, and Minutes</u>	Permanent
[Resolutions] <u>Routine Policies i.e. Employee Policy</u>	[Permanent] <u>Superseded + 3 years</u>
Agenda and Meeting Documents	[Permanent] <u>Until minutes from the agenda are approved</u>
[Minutes] <u>Equipment Records</u>	[Permanent] <u>Life of equipment + four years</u>
<u>Public Records Requests</u>	<u>1 year</u>
<u>Vehicle Records</u>	<u>Life of the equipment + 2 years unless involved in a fatal accident or litigation</u>
<u>Claim Files, Accident Reports, Inspection Reports, Registration and Titles, Maintenance Records</u>	<u>Life of the equipment + 3 years</u>
FINANCES	
Audit and Financial Reviews	Permanent
Audit Workpapers	[7] <u>3 years</u>
Payroll and Bank Records	[7] <u>Current plus 3 years</u>
Invoices and Canceled Checks	[7] <u>Current plus 3 years</u>
[General Ledger]	[10 years]
CONTRACTUAL RECORDS	
[IFB's and RFP's]	[7 years from completion of work]
Contracts <u>including RFP, Bids, and Award letters</u>	[7 years from completion of work] <u>Life of contract + 6 years</u>
<u>Capital Improvement Funds</u>	<u>6 years</u>
Designs, Plans, Inspections, "as built" Drawings, Related Documents	3 years passed since the demolition or disposition of the contract subject
Insurance Documents (declarations, policies, endorsements)	[Permanent] <u>50 years</u>
HUMAN RESOURCES	
Personnel Files (<u>Includes Council Files</u>)	[7 years from termination] <u>50 years</u>
Job Descriptions	[10 years after modification] <u>Until superseded</u>
Job Applications (Unsuccessful applicants)	3 years after job is filled
[Job Applications (Successful Applicants)]	[7 years from termination]
Records of Occupational Injuries	[30 years from employee termination] <u>Resolution of accident + 6 years</u>
ELECTION DOCUMENTS	
[Used and unused ballots, declaration of candidacy] <u>Voting Ballots</u>	[one year] <u>Until election is certified + 1 month</u>
<u>Oath of Office</u>	<u>Permanent</u>
<u>Petitions</u>	<u>6 years</u>
[Nomination Records]	[3 years after certification of election]

Official Tallies and Results (Certificates of Canvas Board), and declaration of candidacy, Nomination Records	[Permanent] 4 years
CEMETERY RECORDS	Permanent
LANDFILL RECORDS	Permanent
[EMAIL] GENERAL CORRESPONDENCE	
[Take the character of the subject] Email, letters, messages, memorandums related to general administration.	[Takes the character of the subject] 3 years
DOCUMENTS NOT LISTED	[10 years] Refer to State of Alaska Local Government Model General Administrative Records Retention and Disposition Schedule #300.1

* If there is litigation involving, directly or indirectly, any category or categories of documents, then those records must be retained for ten (10) years past the final conclusion of the litigation.

* If any kind of official investigation is under way, all record disposals must cease until the investigation is completed.

* High quality scans stored in digital form are acceptable forms of storage if indexed or organized in a way that makes them at least as accessible as they would be in printed form.