

## **Resolution 13-117 Repealing the City of Homer Retention Schedule and Adopting an Updated Retention Schedule**

**Resolution ID:** 13-117

**Resolution Status:** Adopted

**Resolution Effective Date:** Mon Dec 9th, 2013

**Resolution Summary:**

A Resolution of the City Council of Homer, Alaska, Repealing the City of Homer Retention Schedule and Adopting an Updated City of Homer Records Classification and Procedures Manual and Retention Schedule. City Clerk.

CITY OF HOMER  
HOMER, ALASKA  
City Clerk  
RESOLUTION 13-117

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, REPEALING THE CITY OF HOMER RETENTION SCHEDULE AND ADOPTING AN UPDATED CITY OF HOMER RECORDS CLASSIFICATION AND PROCEDURES MANUAL AND RETENTION SCHEDULE.

WHEREAS, Alaska Statute 40.21.010 requires the orderly management of current local public records and preservation of noncurrent public records that have permanent historical value; and

WHEREAS, Alaska Statute 40.21.070 states that “the government body of each political subdivision of the state shall promote the principles of efficient records management for local public records...” and requires the City, “as far as practical,” to follow the program established for the management of state records; and

WHEREAS, The City found it practical to substantially adopt the periods of record retention established for the management of state records or longer periods of retention needed by the City, except for retention of certain personnel records, fire and police department records, and library department records, which required shorter retention periods due to database and filing space limitations; and

WHEREAS, Alaska Statute 29.20.380(4) requires the municipal clerk to “manage municipal records and develop retention schedules and procedures for inventory, storage and destruction of records; and

WHEREAS, Homer City Code 2.08.010(e) requires the City Clerk to adopt a Records Classification and Procedures Manual; and

WHEREAS, It is in the City’s best interest to update the City Retention Schedule to substantially follow the recommendations provided by the State of Alaska in the Model Retention Schedule and ensure compliance with the Homer City Code.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Homer, Alaska:

Section 1. The City of Homer Records Retention Schedule is hereby repealed and the City of Homer Records Classification and Procedures Manual and Retention Schedule is hereby adopted.

Section 2. This resolution shall be effective upon the date of adoption.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 9th day of December, 2013.

CITY OF HOMER

\_\_\_\_\_  
MARY E. WYTHE, MAYOR  
ATTEST:

# Resolution 13-117 Repealing the City of Homer Retention Schedule and Adopting an Updated Retention S

Published on City of Homer Alaska Official Website (<http://www.cityofhomer-ak.gov>)

---

---

JO JOHNSON, MMC, CITY CLERK

Fiscal Note: N/A

Resolution Files  [Records Retention Schedule](#)

**Source URL (retrieved on 2015-01-25 21:40):**

<http://www.cityofhomer-ak.gov/resolution/resolution-13-117-repealing-city-homer-retention-schedule-and-adopting-updated-retention->