

CITY OF HOMER
HOMER, ALASKA

RESOLUTION 95-66

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOMER, ALASKA, AUTHORIZING THE DISPOSAL OF OFFICIAL DOCUMENTS OF THE FINANCE DEPARTMENT OF THE CITY OF HOMER HAVING REACHED THEIR TERM OF USEFUL LIFE.

WHEREAS, records scheduled for destruction pursuant to the City of Homer retention schedule are to be destroyed unless involved in litigation per Corporate Counsel advise.

WHEREAS, these listed documents scheduled for destruction have reached their term of useful life, as prescribed by the guidelines set forth in the City of Homer Records Retention Schedule as revised, reviewed by the City Attorney and adopted via Resolution 91-15 adopted by Homer City Council on March 11, 1991 and is in compliance with state and federal law:

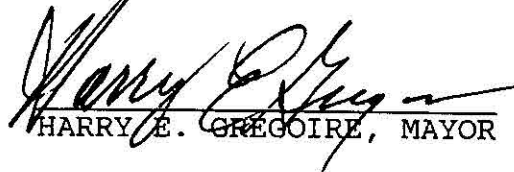
<u>Box No.</u>	<u>Date</u>	<u>Contents</u>
F84-20	83-85	AUDIT PROPOSALS
F84-21	83	MISCELLANEOUS
F86-43B	85-86	CANCELLED PAYROLL CHECKS
F88-3	87	PROJECTS APPROPRIATION REPORT
F88-4	82-86	PROJECTS APPROPRIATION REPORT
F88-71	87	PARITY STUDY AND REVIEW
F88-73	87-88	MISCELLANEOUS FILES
F88-87	88	BUDGET 88 AND BLDG FILES 88
F88-91	85-87	MISCELLANEOUS FILES
F89-06	88	END OF MONTH REPORTS
F89-25	86	CONTRACT DOCUMENTS
F89-40	85-88	INSURANCE REPORTS
F89-49	84-88	MISCELLANEOUS
F89-50	84-88	MISCELLANEOUS
F89-51	87	MISCELLANEOUS DOCUMENTS
F89-53	87-88	AUDIT INFORMATION
F89-57		PROPOSAL FOR WORK ORDER SYSTEM
F90-29	80-89	KPB & BUDGET REPORTS
F90-38	88	AUDIT WORKPAPERS
F91-85	90	EXPENDITURES APPROVAL LIST
F91-88	90	WORK ORDER AND PO'S
F91-98	86	CAPITAL PROJECTS
F92-39	81-83	PAYROLL REPORTS
F92-41	83	PAYROLL
F94-33	88	PROJECTS

NOW, THEREFORE, BE IT RESOLVED, by the Homer City Council that the afore itemized documents and records of the Finance Department of the City of Homer be destroyed under the supervision of the City Manager or her designee and by whatever method she authorizes.

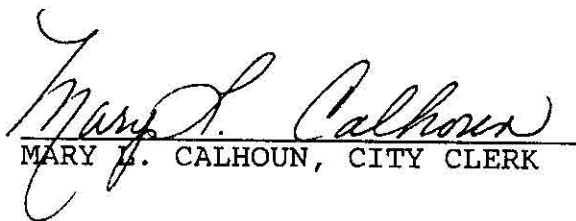
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PASSED AND ADOPTED by the Homer City Council and DATED this
14th day of August, 1995.

CITY OF HOMER


HARRY E. GREGOIRE, MAYOR

ATTEST:


MARY L. CALHOUN, CITY CLERK

FISCAL IMPACT: Cost of personnel time to destroy documents.
Approximately 1/2 day at approximately \$40/hr.