



CITY OF HOMER

Records

Management &

Retention Manual

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Introduction and Purpose

The Records Management and Retention Manual provides guidance for all departments to manage department records in accordance with Homer City Code 2.92 and State of Alaska Statutes (AS) 40.21. AS 40.21 addresses the orderly management of current local public records and preservation of noncurrent public records of permanent historical value. AS 40.21.070 requires the governing body of a political subdivision of the State of Alaska to promote the principles of efficient records management for those records and that they be kept in accordance with state law. The governing body shall as far as practical follow the program established for the management of state records. City of Homer Municipal Code (HCC) 2.92.030 establishes that the City Clerk serves as the Records Manager for the City and has the primary responsibility for the development, maintenance and operation of the City's Record Management System.

The Records Retention and Disposition Schedule specifies the length of time that records must be retained and their disposition. The schedule is based upon the concept that information has a life cycle. Like other city resources, the value of most information tends to decline as time passes; thus, the organization needs a program providing for the disposal of outdated information in order to control the growth of its records.

The records retention schedule provides for the identification of records that must be maintained for business purposes and the systematic destruction of records that no longer serve any useful business purpose. The process of records retention and disposal is designed to occur regularly rather than on an arbitrary or selective basis. The disposal of records should also conserve space, equipment, and data centers by only storing active records. The retention schedule does this by providing for the regular transfer of inactive files to storage areas and/or subsequent destruction. Finally, the retention schedule provides for the permanent preservation of records that have enduring value for research, historical, legal or other vital purposes.

The Records Retention Schedule on the following pages of this document supersedes the Records Retention Schedule previously approved by City Council.

The City of Homer Retention Schedule was developed using the State of Alaska Local Government Model General Administrative Records Retention Schedule #300.1 (2012) as a basis for minimum retention of records, modifications were made to fit the specific needs of the City of Homer. This schedule was drafted with input from each department, presented to the City Attorney for review and then presented to City Council for approval by resolution.

The Four Values of Records that Impact Retention

- Administrative/Operational – These records are needed for the current operations of the City.
- Financial – These records that document fiscal transactions needed for tax and audit purposes.
- Legal – Records for use as evidence in pending or threatened litigation or to document a legal relationship or event (HCC2.04.010 (e.)
- Historical – Records for use at a later date in reconstructing a general history of the development and government of the City (HCC2.04.010 (c.))

Benefits of Utilizing the Records and Disposition Schedule

- Locate what you need, when you need it
- Reduce volume of records stored
- Improve storage and retrieval systems
- Increase efficiency of office operations
- Reduce costs of equipment, supplies, space, and personnel
- Identify and protect business essential records
- Improve customer relations and accountability of public funds
- Reduce liability risk
- Ensure compliance with applicable laws, rules, and regulations

Retention Periods

The timeframes for retaining common records series should be followed by all departments as shown in the approved retention manual. Departments that maintain the archival of their department's records should submit annual listing of records to the City Clerk or Records Manager. Records that have reached the end of their retention are to be scheduled for destruction.

The City Clerk or Records Manager will complete a Records Disposition Authorization Form (*Exhibit A*). This form will be submitted with the list of archived records that are scheduled for destruction according to the retention schedule. This form will be maintained by the City Clerk's Office as a permanent record for historical purposes. The Department Head must sign this document to authorize the destruction. A memorandum will be prepared by the City Clerk's Office advising the City Council of the amount of inactive records that were scheduled for destruction as well as the number of records (boxes) received for archiving.

Individual departments that conduct separate destruction of records, the Records Liaison will complete a Records Disposition Authorization Form and submit to the City Clerk or Records Manager for the permanent record and notification to City Council.

Any department that is requesting an exception to the approved retention period for records will provide legal or business need as justification to keep those specific records. Arbitrarily destroying or keeping records beyond the approved retention schedule can bring law suits, governmental investigations or audits. Following a records retention schedule will document the systematic destruction of records as part of the normal course of business and is legally defensible.

According to policy, duplicate records should be discarded when no longer needed for their created purpose. Per policy, duplicate records should not be retained longer than official copies that contain the same information that originated and are being retained by another department.

For retention purposes, when there are drafts of a record, the final version of that record is considered the official copy. As provided by policy, drafts should be discarded when no longer needed for the purpose for which they were created. Drafts should be disposed of when administrative need has been met or the final document has been approved.

Note: Records scheduled for destruction will be processed by the City Clerk or Records Manager, unless noted otherwise in the retention manual.

Suspension of Retention Action

In the event that there is a public records request, actual or threatened litigation, audit, or investigation that may concern a group of records, do not dispose of the associated records. The department head or records liaison should submit written notice that the specific group of records requires retention for a specific extended period of time and provide to the City Clerk or Records Manager.

Email Retention

The single most important principle: use e-mail for current communications only. Email should not be used as a repository for retained, official records. This should be an automatic transfer of messages and their associated metadata from mailboxes to the archiving repository. This will provide transparent access to archived messages by mailbox for owners or authorized persons.

NOTE: Emails are currently retained for a period of one year from the date of receipt and automatically deleted from the system.

Records Disposition or Destruction of Records

When records have reached their retention period non-permanent records may be destroyed. Shredding of records is the preferred method of destruction. The disposal of records that have reached the end of their retention period should be documented in the event of a dispute, lawsuit, investigation, subpoena, summons or other legal or formal process.

Electronic records should be treated as paper records and are subject to the same retention guidelines.

REMINDER: Records involved in litigation, criminal or civil investigation or audit should be placed on hold and not destroyed until that investigation is resolved.

A Records Disposition Authorization is a permanent record and should be maintained in a safe place and the original forwarded to the City Clerk or Record's Manager for the permanent record. This form should indicate the following information:

- Series of records to be destroyed including identifying box number assigned
- Date range of the records
- How the records were destroyed and where
- Why the records were destroyed - a citation from the Retention Policy should be indicated
- If there were any confidentiality restrictions
- Location of the records
- Department Records Liaison and contact information
- Witnesses to the destruction of the records
- Signature and date of department head who authorized the destruction of the records
- Signature of the City Clerk or Records Manager

Digitizing Paper Documents

Digitizing paper records to reduce storage or to have quick access to needed documents should have a certificate of destruction completed. The form can be notated that the original records were scanned, destroyed, and replaced by surrogate records.

Destruction of Electronic Records

When electronic records are scheduled for destruction, just deleting the file does not remove the record. It removes the pointer to that particular record and sent to the recycle bin or “trash” where the record or file can be re-established. The recycle bin or “trash” must be cleaned or emptied. A Records Disposition Authorization Form should be completed as described in the section related to Records Disposition or Destruction of Records.

Courts have ruled that forensic methods will not be used for discovery orders if records were deleted per the adopted Records Retention policy and a Certificate of Destruction was executed.

Definitions

appraisal – determining the value of the record.

administrative value – The administrative value of a record measures how long the department will need the record and how the record is used to meet operational requirements.

born digital – Records created by word, email systems, presentations, spreadsheets or computer aided design software programs.

disposition – The process where a record is either destroyed or transferred to archives as prescribed by this records retention schedule.

document digitization – process used for paper records that do not originate from the city that are scanned and cannot be full text searched. These records require manual indexing and the use of optical and intelligent character (OCR & ICR) recognition processes for proper archival. TIF or PDF formats are recommended for records maintained for 10 years or longer.

draft – A draft is a preliminary version of a record; it will be supplanted by a subsequent, final version.

duplicate records – Copies of an original record. If no actual original document is present one copy should be designated as the official copy to satisfy retention mandates. A routine stipulation for each record identified within the department’s retention schedule, will satisfy this requirement. All copies other than the official copy will then be considered duplicate records. A duplicate record replicates the full content and functionality of the official copy. It may be in the same, or different, format as the official copy. Duplicate copies must be retained for the period prescribed in this retention schedule.

fiscal value – the fiscal value of a record is assessed by determining if records are needed for financial audits, whether the audits are from within the city or an outside agency, such as state or federal, and how long they will need the records.

general record schedules – provides a retention schedule for records that are common to all departments within an organization.

historical value – records related to the past history of the city especially creation, formation, significant events or happenings and may be of future interest culturally or for research.

legal value – determining the legal value of a record for any possible legal issues, reviewing laws which govern these types of issues, such as causes of actions or statutes of limitations. Records may be used to support rights of the city, or individuals and is assessed by reviewing federal or state statutes and

regulatory codes for application retention information. Consulting with the city attorney is recommended.

long term value – This applies to records that may be needed for a longer period, offer historical value or support an official act, project or audit.

official record copy – This refers to the copy of the record that must be retained to fulfill all legal responsibilities and will be retained for the total retention period stated in this retention schedule.

record series – a unit of reference typically used in a records retention schedule. Documents within the series typically have some relationship arising out of their creation, receipt or use.

retention – refers to the length of time for which records must be preserved.

routine business value – This describes general correspondence and can be applied to paper, electronic or email records.

special records schedules – retention schedules that are unique to the organization and or department.

transitory – not required to support local government business. Not required to document any record in the retention schedule. Documents should be retained no longer than as outlined in the retention schedule.

vital record – must have, essential to city or department operations; if damaged, lost or destroyed the mission critical operations will be curtailed or severely disrupted resulting in financial loss or other adverse consequences.

working papers – Short-term, transitory working papers, generally have no business value beyond their immediate usefulness. These records should be discarded after administrative or department need has been met or if specifically addressed in the retention policy. This practice should apply to working papers in all formats, including word processing files, spreadsheets, and other computer files.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
1. GENERAL ADMINISTRATIVE Applicable to most departments.			
1.1 GENERAL CORRESPONDENCE			
1.1.1	Record series consists of original incoming and copies of outgoing letters and memoranda related to the general administration and operation of the City, often arranged topically according to a file classification system. Includes the following types of correspondence: intra/inter-departmental, legislative, professional association, committees, and public. Also may consist of conference/training notes, organizational charts, delegations of authority, share campaign, inventories/logs, studies, service pin award data, etc.	3 years then destroy*	* = <i>General Correspondence</i> of Mayor, City Manager, Clerk, Department Head, and Boards & Commissions may have archival value and should be reviewed and retained permanently if appropriate .
1.2 READING FILES			
1.2.1	Record series consists of copies of outgoing letters, memoranda, and messages. Maintained as a discrete records series, these files are used for various administrative purposes.	3 years then destroy*	* = <i>Reading Files</i> of the Mayor, City Manager, Clerk, and Department Heads may have archival value and should be retained permanently.
1.3 POLICIES & PROCEDURES			
1.3.1	Major Record series documents substantive and binding department issued policies, procedures, directives, decisions, orders, rules, guidance, agreements, understandings, and manuals that address mission essential functions for which the department is statutorily responsible. These records document department functions and have archival research value.	Retain Permanently	Major & Routine Policies & Procedures including rules and regulations consist of the Official Record Copy formalized by any Department.
1.3.2	Routine Record series consists of routine city issued policies, procedures, directives, decisions, rules, organizational charts, and manuals that address internal functions and operating procedures.	C + 3 years then destroy	C = Until Superseded or obsolete

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
1. GENERAL ADMINISTRATIVE Applicable to most departments.			
1.4 REPORTS			
1.4.1	Record series documents Annual, Audit, Management & Operation Reports	Retain Permanently	
1.4.2	All Others Record series documents and may include Monthly, Statistical, Performance, Damage, Vandalism, Safety, Monitoring, etc.	3 yrs then destroy	
1.5 ADMINISTRATIVE STUDIES/SPECIAL PROJECTS			
1.5.1	Record series documents special projects or studies, includes final reports and backup data regarding major administrative studies and special management projects.	Retain Permanently	Review backup data for archival value.
1.6 DEPARTMENT HISTORY FILES			
1.6.1	Record series documents the functions and activities of the Department.	Retain Permanently	Consists of promotional media including press releases, news clippings, photographs (prints & negatives), videos, audios, cds, DVDs and other electronic, magnetic or micromedia. May include public information officer project materials, Department head speeches, written histories, monographs, brochures, pamphlets, etc.
1.7 EQUIPMENT RECORDS			
1.7.1	Record series documents delivery orders, correspondence, usage, and reports of the same, general maintenance and inventories	L+4 years then destroy	L = Life of equipment.
1.7.2	Record series documents warranty information, Instructions and Operating Manuals, Repair/Maintenance History, etc.	L + 4 years then destroy	
1.8 PROPERTY CONTROL FILES			
1.8.1	Record series consists of Department copies of controlled property management reports, property tag register, excess property reports, property transfer documents, and related correspondence.	5 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
1. GENERAL ADMINISTRATIVE Applicable to most departments.			
1.9 AUTOMOTIVE MANAGEMENT			
1.9.1	Vehicle Records Record series documenting each vehicle owned and serviced by the City. May include title; registration; work orders; correspondence; damage/accident reports; checklists; photographs; inspection reports; service, maintenance and repair reports.	L+2 years then destroy*	L = Until vehicle is disposed or removed * = If vehicle is involved in fatal accident or litigation, keep file 25 years or until legal counsel recommends disposition. Public Works may keep this record series too.
1.9.2	Vehicle Claim Files Record series includes copies of the following: <i>Motor Vehicle Accident Reports, Certification of Insurance, Lost-Stolen-Damaged Property Reviews</i> , inspection reports, maintenance records (parts, service, repair estimates, work orders) <i>Liability Accident Notices</i> , registrations, and titles.	L+3 years then destroy	L = Until vehicle is disposed. Public Works may have this record series too.
1.10 INJURY & ACCIDENT RECORDS			
1.10.1	Records series includes incident/accident reports, medical evaluations, public safety officer reports, time loss documentation and other data relating to on the job injuries and accidents.	C+6 years then destroy	C = Resolution of accident.
1.11 TRANSITORY & MISCELLANEOUS			
1.11.1	Administrative Information Record series including telephone logs, correspondence tracking logs, file plans, purchasing logs, property inventories, message books, appointment books/calendars, bulletins, mailroom logs/registers (e.g. certified/registered, postage meter) word processing drafts, day sheets, assignments, suspense files, forms files, printing/stock requests, fuel inventory sheets and other indices.	C then destroy	C = Until administrative need is met.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
1. GENERAL ADMINISTRATIVE Applicable to most departments.			
1.12	DRAFTS & WORKING PAPERS		
1.12.1	Record series contains documents, correspondence, reports, memoranda, and other materials in preliminary or developmental form before their iteration as a final product. Drafts may include copies of materials circulated for review for grammar, spelling and content. Working papers may include notes and miscellaneous documents used in compiling and assembling the final product.	C then destroy	C = Until administrative need is met.
1.13	TECHNICAL/REFERENCE FILES		
1.13.1	Technical studies, newsletters and publications used in the administration of department business.	C then destroy	C = Until administrative need is met.
1.14	PUBLIC RECORDS LOG & REQUESTS FOR PUBLIC INFORMATION		
1.14.1	Record series documents written request for public records received. Log includes date of request, name of requester and other related information. May include copies of records requested.	1 year then destroy	
1.15	WEBSITE CONTENT, MANAGEMENT & OPERATIONS RECORDS		
1.15.1	Web site-related records include 1) web content records, which represent information presented on a web site, and 2) web site administrative records, which provide evidence of the management and operations of the website. Record series may include: web master policies; procedures; notes; content pages, inclusive of the HTML markup; records generated when a user interacts with a site; lists of URL's referenced in the site's hyperlinks; web site design records; records addressing usage of copyrighted material; software applications used to operate the site; web snapshots; site maps depicting directory structure/hierarchy; server environment configuration specifications; web page metrics/statistics; and, other development materials utilized in the creation and maintenance of department sites.	3 years then destroy*	* = Review for permanent retention. Backup tapes are stored offsite for security. Tapes are rotated according to departmental backup procedures.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
1. GENERAL ADMINISTRATIVE Applicable to most departments.			
1.16	RECORDS & INFORMATION MANAGEMENT FILES		
1.16.1	Record series documents File Plans and Records Retention Schedules	Retain Permanently	
1.16.2	Record series documents Records Disposition Certificates & Memorandums	Retain Permanently	
1.16.3	Record series documents Records Transfer Lists (RTL)	Retain Permanently	
1.17	AUTOMATIC DATA PROCESSING & ELECTRONIC DATA PROCESSING MEDIA		
1.17.1	Record series documents office copies of magnetic cards/tapes/diskettes and other media used for communicating with data processing equipment or as preliminary input, temporary storage, output control which serves as an intermediate means for the production of printouts, Computer-Output Microfiche (COM) or online data.	C then destroy	C = Retain until superseded/obsolete or administrative need is met.
1.18	OFFICIALS' AND NOTARY BONDS		
1.18.1	Record series related to bonds for officials and employees who have notary's	C+6 years then destroy	C = Expiration of bond provided an audit has been conducted.
1.19	VISITOR LOGS		
1.19.1	Record series consists of records documenting employees' and visitors' entrance into a City building during and/or after office hours. Logs may require time, date, signature, reason for visit, and location or person visited.	3 years then destroy	Civil litigation for personal injuries statute of limitations is 2 years to file a lawsuit. Oftentimes the lawsuit is not served for another 90 days or more after filing. Visitor logs are helpful to establish potential witnesses or to corroborate the presence of witnesses.
2. CLERK & GOVERNING BODY			
2.1	MEETING FILES		
2.1.1	Official Minutes – Approved Record series constitute the official accounts of the proceedings and actions of the City Council, boards, commissions, committees, community councils and special work groups.	Retain Permanently	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
2. CLERK & GOVERNING BODY			
2.1 MEETING FILES			
2.1.2	Backup information and documents Record series may include notices of meeting, agendas, packets, meeting dockets, roll call, correspondence, complaints, reports, transcripts, legal opinions, financial studies, declarations, recommendations, amendments to Council rules, ordinances and resolutions, background papers and audio/visual products.	C then destroy	C = Until minutes have been approved.
2.2 PUBLIC HEARING FILES			
2.2.1	Record series includes the following documentation related to public hearings: notices of meetings, affidavits of publication, work papers, speaker signup sheets, written testimony, exhibits and audio/visual materials.	10 years then destroy	
2.3 PETITIONS			
2.3.1	Record series containing documents for initiatives, referenda and recall elections filed by private citizens or groups requesting City Council action.	6 years then destroy	AS 29.26 Article 2 and Article 3 Initiative, Referendum and Recall AS 29.26.160-180 HCC 4.60
2.4 PROCLAMATIONS			
2.4.1	Record series documents proclamations issued/prepared by the Mayor or City Council.	Retain Permanently	
2.5 CODES - ORDINANCES & RESOLUTIONS			
2.5.1	Ordinances & Resolutions – Adopted Record series may include supplements to the Homer City Code, lists of all ordinances and resolutions, ordinance/resolution number and ultimate decision by city council.	Retain Permanently	Maintain certified copy of all official ordinances in a separate ordinance file AS 29.20.380 (5)
2.5.2	Ordinances & Resolutions – Not Adopted Record series may include lists of all proposed ordinances/resolutions, the proposer, ordinance/resolution numbers, ultimate decision (e.g. changed, withdrawn, in committee, postponed indefinitely)	10 years then destroy*	* = Files with historical value should be retained permanently.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
2. CLERK & GOVERNING BODY			
2.6 OATHS OF OFFICE & APPOINTMENTS			
2.6.1	Record series may consist of oaths for boards, commissions, committees, councils and elected officials; affirmations, acknowledgements, notices of appointments/resignations, lists of members with terms and dates of appointment, and the city code or executive order establishing the City.	Retain Permanently	AS 29.20.600
2.7 DISCLOSURE STATEMENTS			
2.7.1	Record series contains Disclosure Statements or Conflict of Interest Statements for elected/appointed municipal officers and employees.	6 years then destroy	AS 29.20.010
2.8 INCORPORATION FILES			
2.8.1	Record series documents incorporation records not found elsewhere on this schedule (petitions, public hearings, etc.) May include information related to incorporation elections, investigations, legislative reviews, decisions, City logo and official City seal.	Retain Permanently	AS 29.05 Sections 10-210
2.9 ANNEXATION FILES			
2.9.1	Passed Record series documents and includes petitions, correspondence, affidavits of publication, copy of ordinance and related public hearing backup records.	Retain Permanently	
2.9.2	Failed Record series documents and includes petitions, correspondence, affidavits of publication, copy of ordinance and related public hearing backup records.	5 years then destroy	
2.10 REAPPORTIONMENT AND REDISTRICTING			
2.10.1	Record series may include City and school district reapportionment records; precinct boundaries; and, district, municipal and state boundary reapportionment documentation.	C then destroy	C = Until superseded. Original documents maintained/retained by the State of Alaska

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
2. CLERK & GOVERNING BODY			
2.11 CENSUS RECORDS			
2.11.1	This record series documents population estimates including resident data (e.g. name, age, gender, marital status, residence address, number of children, annual income, occupation, etc.)	C then destroy	C = Until superseded. Retain backup data for 10 years per AS 29.60.150
2.12 CEMETERY MASTER FILES			
2.12.1	Record series may include diagrams, maps and indices of burial plots, record of lot sales, cash/deed book, burial permits, register of interments, and minutes of cemetery association/board.	Retain Permanently	
3. FINANCE & AUDIT			
3.1 DEPARTMENT BUDGET FILES			
3.1.1	Work Papers/Drafts Record series documents development of department operating and capital budgets for the city prior to presentation to City Council. Includes budget instructions, submissions, back up documentation, cost allocations, annual estimates of revenues and amendments.	3 years then destroy	
3.1.2	Final Approved Budget	Retain Permanently	
3.2 LEDGERS AND JOURNALS			
3.2.1	General, Revenue and Expenditure Includes books of original entry	CFY + 3 years then destroy	CFY = Current Fiscal Year
3.2.2	Subsidiary	CFY + 3 years then destroy	
3.3 VENDOR FILES			
3.3.1	Record series contains documentation relating to payment for commodities or services, fines, fees and permits. May consist of financial transaction registers, vouchers, delivery orders, purchase orders, logs, supply requisitions, advertising orders, invoices, postage meter receipts, etc.	CFY+3 years then destroy	CFY = Current Fiscal Year.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
3. FINANCE & AUDIT			
3.4 BANKING RECORDS			
3.4.2	Record series documents original Bank Statements	CFY + 7 years then destroy	
3.5 BOND RECORDS			
3.5.1	Record series includes cancelled or redeemed bonds, coupons, documentation or proof of issuance and payments to individuals.	Retain Permanently	
3.5.2	Record series consist of Bond Registers also includes bond or coupon registers or numeric listings of bonds or coupons issued.	Retain Permanently	
3.6 FORECLOSURE FILES			
3.6.1	Record series documenting foreclosures. Includes delinquency reports, billings, and petition of judgement, certified mailings, final judgments and certificate of redemption.	C + 10 years then destroy Review files for archival value before destruction.	C=Until case is closed. AS 09.10.030 requires 10 year statute of limitations on action to recover real property.
3.7 ASSET INVENTORIES			
3.7.1	Fixed Record series documents inventories of owned assets indicating value, location, purchasing information, etc. The Government Accounting Standards Board (GASB) requires municipalities to record infrastructure as part of their fixed assets.	L then destroy	L = Life of asset, or until State authorizes disposal of grant funded assets. Backup records dealing with an asset may be disposed per policy according to type (purchase order, grant, correspondence, etc.)
2.13.2	Record series documents Non-Fixed Assets Inventories of owned assets indicating value, location, purchasing information, etc.	3 years then destroy	
4. PAYROLL			
4.1 PAYROLL WARRANT REGISTER			
4.1.1	Record Series containing lists of check number, employee name, net amount and financial coding.	3 years then destroy*	*Provided audit is complete

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
4. PAYROLL			
4.2 EMPLOYEE PAYROLL FILES			
4.2.1	Record series includes documents for employee salary and may include: payroll action forms, PERS/TRS enrollment/change forms and IRS data, Employee W4 Exemptions, Garnishment & Payroll deductions, Court Ordered and voluntary, Payroll deduction authorizations, Notifications of Step Increases, FICA, UI, Summary/Special detailed queries, stopped or reissue warrants, Overtime and retirement.	T+ 50 years then destroy	T = Termination of Employee.
4.3 EMPLOYER W-2 FORMS			
4.3.1	Record series contains documentation of Federal withholding tax statement.	7 years then destroy	
4.4 EMPLOYEE PAY RECORDS			
4.4.1	Record series that documents gross earnings, deductions and net pay for each employee.	50 years then destroy	
4.5 FEDERAL TAX PAYMENT REPORTS (EFTPS & 941)			
4.5.1	Record series documents tax deposits transmitted to the federal government. Includes spreadsheets and other backup.	7 years then destroy	
5. PROCUREMENT, CONTRACTS & GRANTS			
5.1 PROCUREMENT RECORDS			
5.1.1	Record series related to Department purchases of goods and services. May include documents related to: bid specifications, requests for proposal or invitation to bid, vendor solicitations, price quotations, bid abstracts, purchase orders/requisitions, contracts/leases, delivery orders, correspondence and tracking logs.	CFY+3 years then destroy.	CFY = Current Fiscal Year. Refer to item #5.2 if a formal contract is required. Refer also to item #3.3 (Vendor Files).
5.2 CONTRACT ADMINISTRATION			
5.2.1	Record series documents notification of award, original contract, resolution awarding contract (if applicable) and amendments or renewals, special conditions, fiscal reports, payment logs, progress reports and correspondence. Includes contracts for leased space, contract insurance and bonds.	Retain Permanently	AS 09.10.053 Statute of Limitations is 3 years for causes of action.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
5. PROCUREMENT, CONTRACTS & GRANTS			
5.3 GRANT ADMINISTRATION			
5.3.1	State Record series documents receipt of State monies and consists of applications, copy of notification of grant award, agreement, special conditions, fiscal reports, closeout documents, reports (audit, status, progress & compliance) and correspondence.	Retain Permanently	Per AS 09.10.053, statute of limitation is 3 years. Refer to item #3.1 for financial records related to grants.
5.3.2	Federal Record series documents receipt of Federal monies and consists of applications, copy of notification of grant award, agreement, special conditions, fiscal reports, closeout documents, reports (audit, status, progress & compliance) and correspondence.	Retain Permanently	Federal requires retention until audit is completed or 6 years after grant closeout, whichever is later. Refer to item 3.1 for financial records related to grants.
5.4 GRANT APPLICATIONS – NOT AWARDED			
5.4.1	Record series containing documents and information relating to the Department applications for grants that were not approved or funded.	1 year then destroy	
6. HUMAN RESOURCES ADMINISTRATION			
6.1 PERSONNEL FILES			
6.1.1	Regular Full Time Employees Record series that contains official employment history including applications; resume; personnel actions regarding hire, termination, and promotion; performance appraisals; results from employment tests; insurance and benefits backup; family and medical leave act documentation; letters of commendation/reprimand; training certificates/history; driving records; drug/alcohol tests; service record card/employment history.	T+50 years then destroy	T = Termination of employment. Certain information is confidential.
6.1.2	Regular Part Time - refer to 6.1.1 for records description	T + 15 years then destroy	
6.1.3	Temporary and Casual Employees – refer to 6.1.1 for records description	T+10 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
6. HUMAN RESOURCES ADMINISTRATION			
6.2 RECRUITMENT, SELECTION & APPOINTMENT			
6.2.1	Record series consists of job applications, transcripts, recruitment notices, examinations, test answer sheets, score sheets, results, affidavits of publication and correspondence.	C+2 years then destroy	C = Date of Hire. Certain information is confidential.
6.2.2	Job Applications (Unsolicited)	Return to Applicant or Destroy	Certain information is confidential.
6.2.3	Master Examination Files Record series contains samples of each test or examination used in the selection and rating process of prospective employees, including answer keys.	C then destroy	C = Until superseded/obsolete or administrative need is met.
6.3 ORGANIZATIONAL CHARTS			
6.3.1	Record Series consisting of documents relating to the organization of each department within the City	C then destroy	C = Until superseded/obsolete or administrative need is met.
6.4 SALARY SCHEDULES			
6.4.1	Record series consisting of documents related to the salary schedules of individual positions in the organization. Can include documents related to studies on salary, cost of living, working conditions and geographical differentials. May be contracted out to private vendors.	C then destroy	C = Until superseded/obsolete or administrative need is met.
6.5 JOB DESCRIPTIONS			
6.5.1	Record series containing documents describing the specific duties for each position with the organization.	C then destroy	C = Until superseded/obsolete or administrative need is met.
6.6 JOB CLASS SPECIFICATIONS			
6.6.1	Record series consisting of minimum qualifications (knowledge, skills and abilities) required for each job classification or position. May contain list of necessary education/certifications, examples of duties, salary, category of position and distinguishing characteristics.	C then destroy	C = Until superseded/obsolete or administrative need is met.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
6. HUMAN RESOURCES ADMINISTRATION			
6.7 CLASSIFICATION/RECLASSIFICATION FILES			
6.7.1	Record series documenting Action Case Files for Department action regarding specific positions/classifications.	C then destroy	C = Until superseded/obsolete or administrative need is met.
6.8 GRIEVANCE CASE FILES			
6.8.1	Record series documenting grievances filed by employees against Departments. Consists of grievance forms, investigative notes, reports, correspondence and related backup.	C+5 years then destroy	C = Resolution and execution of any stipulations. Relates to "For Cause" employees rather than "At Will" employees. Certain information is confidential.
6.9 CONTRACT INTERPRETATION & ARBITRATION DECISIONS			
6.9.1	Record series that includes exhibits, briefs and arbitrations relating to contract interpretation.	Retain Permanently	Relates to "For Cause" employees rather than "At Will" employees.
6.10 TRAINING COURSE FILES			
6.10.1	Record series consisting of nominations, schedules with course information, and course evaluations from participants, correspondence and rosters.	3 years then destroy	
6.10.2	Training Course Development Files Record series consisting of Course materials including audio/visual products, training aides, research materials, correspondence, and other media etc. related to the development and/or presentation of training presentations.	C then destroy	C = Until superseded/obsolete or administrative need is met.
6.11 EQUAL EMPLOYMENT OPPORTUNITY FILES			
6.11.1	EEO Administration Records Record series includes quarterly utilization, compliance and annual reports; affirmative action plans; complaint case files; Departmental actions, and employment statistics.	10 years then destroy	Certain information is confidential per AS 18.80.115.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
6. HUMAN RESOURCES ADMINISTRATION			
6.11 EQUAL EMPLOYMENT OPPORTUNITY FILES			
6.11.2	EEO Complaint Case Files Record series consists of records regarding discrimination charges, including documentation of the party making the charge and other employees/applicants in the same or similar positions; and, Departmental actions. Discrimination charges may be on the basis of race, color, religion, national origin, gender, etc.	C+7 years then destroy	C = Until complaint is resolved. Retention complies with Title VII of the Civil Rights Act of 1964. Certain information is confidential per AS 18.80.115.
6.12 EMPLOYEE MEDICAL RECORDS			
6.12.1	Record series consists of on-the-job accident or illness/medical reports, lost time documentation, records used to monitor exposure, correspondence, etc. Includes employees exposed to blood-borne pathogens, formaldehyde, asbestos, mercury, or other hazardous substances.	Official Record Copy: T+30 years then destroy Duplicates: T+1 year then destroy	T = Termination of employment. Confidential per AS 40.25.120. 29 CFR 1910.1001
6.13 HAZARD COMMUNICATION AND MATERIAL SAFETY DATA SHEETS			
6.13.1	Record series contains lists of hazardous chemicals present in the workplace and copies of material safety data sheets received with incoming shipments of chemicals and posted in the workplace.	30 years then destroy	Official Record Copy retained by receiving Department. 20 CFR 1910.1200; 1410.450
6.14 IMMIGRATION REFORM & CONTROL ACT (I-9 FORMS)			
6.14.1	Record series containing Employment Eligibility Verification forms retained by the Employer. All employees, citizens and noncitizens hired after November 6, 1986 complete Section 1; Employers complete Section 2.	C+3 or T+1 then destroy*	C = Date of hire. T = Termination of employment. * = Retain records for the longer period.
6.15 ALASKA HUMAN RIGHTS ACT			
6.15.1	Record series of the age, race, and sex of all applicants for employment and all employees.	2 years then destroy	AS 18.80

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
7. RISK MANAGEMENT			
7.1 INSURANCE POLICIES AND ENDORSEMENTS			
7.1.1	This record series includes insurance proposals, policies and endorsements, bonds, riders, correspondence, financial coding vouchers and billing information.	C+50 years then destroy	C = Until policy expires. The City Attorney will review all expired policies prior to destruction to determine if additional retention is required due to pending claims or litigation.
7.2 RISK MANAGEMENT CLAIM FILES			
7.2.1	Record series may include correspondence to/from claims adjusters, private attorneys, accident reports (property damage and personal injury) summary reports, payment orders/verification, pleadings/depositions and individual claim records.	C+7 years then destroy	C = Until claim is settled and all legal aspects are resolved.
7.3 WORKERS' COMPENSATION CLAIMS			
7.3.1	Record series may include documents concerning death, permanent total disability, time loss and no time loss cases. Documents include reports of injury/illness, medical reports, correspondence, legal filings, copies of Board decisions/order, compromise and release agreement, vocational rehabilitation reports/decisions, and Second Injury Fund reimbursements.	C+40 years then destroy	C = Until case is inactive
8. ELECTIONS			
8.1 VOTING BALLOTS			
8.1.1	Record series that consists of Completed, Challenged, Rejected, Absentee and Special Needs voted ballots and ballot stubs, including partial ballot stubs. May also include voter registration and absentee ballot applications.	C+1 Month then destroy	C = Until election is certified. If election is contested, retain longer per AS 15.15.470.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
8. ELECTIONS			
8.2 CERTIFICATE OF ELECTION			
8.2.1	Record series containing copies of election certificates presented to candidates upon verification of election.	4 years then destroy	
8.2.2	Certificates of Election Returns (Regular & Special) Record series consists of individual machine numbers; polling place designation; date of election; total votes registered by machine, candidate or referenda; and, signatures of elections inspectors, judges, administrators, clerks, volunteers.	Retain Permanently	Certain certificates that are duplicated elsewhere or do not have archival value may be disposed of after administrative need is met.
8.3 ELECTION REGISTERS			
8.3.1	Record series that may consists of the following registers: precinct, final voting, questioned voter, special needs voting and absentee voter. Also includes special needs voting applications.	4 years then destroy	Retain longer if election is contested per AS 15.15.470.
8.4 ELECTION CONTEST/RUNOFF FILES			
8.4.1	Record series documenting contested election and runoff data.	C+1 year then destroy	C = Until election is certified.
8.5 DOJ PRECLEARANCE FILES			
8.5.1	Record series includes request and pre-clearance for election.	Retain Permanently	DOJ = Department of Justice.
8.6 DECLARATION OF CANDIDACY			
8.6.1	Record series consisting of declarations executed under oath including name, mailing address, office declared, residency length, etc.	4 years then destroy	AS 15.25.030
8.6.2	Candidates Lists Lists of candidates. Data includes: name and address of candidate, order in which they will appear on the ballot, office sought and term of office.	4 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
8. ELECTIONS			
8.6 DECLARATION OF CANDIDACY			
8.6.3	Candidate Withdrawals Record series may include certificate of withdrawal by candidates for election and statement concerning reason for withdrawal	4 years then destroy	
8.7 DISCLOSURE STATEMENTS			
8.7.1	Record series documenting financial disclosure of candidates for elected positions/offices. May include APOC	6 years then destroy*	*= if subject to the Alaska Public Offices Commission (APOC).
8.7.2	Municipal Campaign Disclosures Record series containing documents related to funds used in informational campaigns for issues on election ballot. May include APOC forms	6 years then destroy	
8.8 VOTER REQUEST AFFIDAVITS			
8.8.1	Record series consisting of voters requiring or requesting action or special accommodation during an election.	4 years then destroy	
8.9 RECOUNT PETITIONS			
8.9.1	Record series related to candidate requests for recount of individual machine or paper ballot tallies. Includes candidates' reason for request.	4 years then destroy	
8.10 ELECTION OFFICIALS' FILES			
8.10.1	Record series may consist of recruitment materials, interest letters, training notes, acceptance forms, oaths and mileage reimbursement requests. Includes absentee voting officials' documentation.	4 years then destroy	
8.11 VOTING DISTRICT(S)			
8.11.1	Record series documenting descriptions of election precinct boundaries and maps indicating current voting district boundaries and numbers. May include Street books consist of alphabetical lists of streets (and house numbers where street encompasses more than one district) providing senatorial and representative numbers.	Until superseded	State of Alaska Division of Elections keeps all voting

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
8. ELECTIONS			
8.12 INITIATIVE, REFERENDUM & RECALL PETITION FILES			
8.12.1	Record series consisting of petition application with names of sponsors, sponsor booklet accountability report, sample signature booklet, certification and correspondence	Retain Permanently	
8.12.2	Record series consists of signature booklets with original signatures for initiative, referendum and recall petitions.	30 days	Dispose of records 30 days after item goes on ballot or certification is denied. Sponsor has 30 days after petition is rejected or certified to file an appeal per AS 15.45.460, AS 15.45.240 and AS 15.45.720
9. INFORMATION TECHNOLOGY			
9.1 COMPUTER SYSTEM FILES			
9.1.1	Backup Tapes	Tapes are rotated according to established IT procedures.	Backup tapes are stored offsite for security.
9.1.2	Documentation File Record series may include: program/system documentation, wiring records (specifications/drawings of building, cables or computer hardware connections) application software licenses/agreements, data systems and file specifications, security information (access requests/authorizations/logs, passwords), disaster recovery procedures, user guides, usage/inventory reports, backup procedures.	C then destroy	C = Until superseded/obsolete or administrative need is met. System related data should be retained until the system is superseded/obsolete.
9.2 EMAIL ARCHIVE			
9.2.1	Record series consisting of general email archived for all city email	1 year	Email that may be required for legal can be retained for longer as required.
9.2.2	Record series consisting of journal of centralized email messages	Legal Review as Needed.	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
9.3	SERVICE REQUESTS		
9.3.1	Records Series consisting of requests for service from departments. Documents requestor, type of service requested and IT action.	C then destroy	C= Until administrative need is met.
10. LEGAL			
10.1	MUNICIPAL ATTORNEY OPINIONS		
10.1.1	Record series consists of official and informal positions regarding legal issues affecting Departments or the City Council. May include information/action memoranda regarding ordinances, resolutions and vetoes.	Retain Permanently	
10.2	REGULATION FILES		
10.2.1	Record series includes matters relating to local legislation in which the City or City Council has an interest or has been involved.	10 years then destroy*	* = Review for archival value.
10.3	LITIGATION CASE FILES		
10.3.1	Record series documents City action in civil and criminal cases. Includes briefs, pleadings, investigative materials, court proceedings, transcripts, correspondence, exhibits, photographs and other media.	C+6 years then destroy	C = Until case is closed.
10.4	INVESTIGATION AND MATTERS FILES		
10.4.1	Record series documents investigations that are not prosecuted. Includes work papers, analyses, evidence, final reports, requests for legal opinions, research notes, correspondence, photographs and other media.	C+6 years then destroy	C = Until investigation concludes.
10.5	FRANCHISES		
10.5.1	Record series documents the Official authorization granted to a private entity to provide public utilities or services within the jurisdiction of the City.	T+6 years then destroy	T = Until franchise is terminated.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
10. LEGAL			
10.6 RIGHT OF WAY & EASEMENT FILES			
10.6.1	Record series documents grant of easement records for legal permission to conduct work on private property, including, but not limited to, laying, constructing, maintaining, operating, repairing and servicing water and sewerage pipes, mains, drains, signs and utilities. Also vacations, descriptions of easement areas, diagrams, plans, agreement, memoranda, correspondence and property disposition.	Retain Permanently	Engineering/Public Works or Parks & Recreation Departments may also administer the official record copy.
10.7 NOTICE TO COMPLY AND OR VIOLATION REPORTS			
10.7.1	Record series consists of notices issued to property owners and or businesses and violation reports	3 years then destroy	Public Works Engineering or Planning departments may also administer official record copy.
11. PUBLIC SAFETY			
11.1 POLICE REPORTS			
11.1.1	Major & Minor Record series includes all reportable & non-reportable complaints filed with the department. Reportable incidents to include crimes against a person, property or society, reports harm, child in need of assistance, traffic accidents, missing persons, death investigations and abandoned vehicles. Report may include complaint, officer's report, follow up investigation, property & arrest reports for adults and juveniles including criminal history as applicable, audio and photographic files. Fire & EMS Rescue Dispatch audio files also included in this series.	Hard copy - 2 years; Scan to permanent electronic retention	Maintained by the Dispatch Supervisor
11.2 POLICE RADIO LOGS/NOTEBOOKS			
11.2.1	Record series consists of logs for HPD/HVFD/Seldovia of name and identifying data regarding persons questioned in the field, location, comments and disposition. May include vehicle, NCIC checks and information used for analytical purposes.	5 years 2022 hard copies will be phased out.	NCIC = National Crime Information Center. Electronic and maintained by the Dispatch Supervisor

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
11. PUBLIC SAFETY			
11.3 INMATE RECORDS			
11.3.1	Record series consisting of booking packet for adults arrested, protective custody or juvenile housed in the Homer jail. Information included in packet: name, personal identifiers, personal property log, daily observation log including meals, phone calls, & visitors, booking copies of charging documents, medical clearances and court paperwork	Retain Permanently	Inmate records are completely separate and pertain to subject's time housed at Homer Jail. Maintained by the Jail.
11.4 USE OF FORCE INVESTIGATIONS			
11.4.1	Record series documents investigations on the application of physical or deadly force. May include copies from complaint report file, inquiry and findings.	7 years then destroy	Final report in Human Resources file Maintained in the office of the Lieutenant
11.5 III LOGS			
11.5.1	Record series documenting Criminal history background Check logs for arrested individuals, potential LEO employees and people receiving firearms from Evidence Custodian.	Retain through Current Audit Cycle	Maintained by Dispatch Supervisory in electronic format
11.6 HOLDING FACILITY RECORDS			
11.6.1	Records series consisting of Inspection Records related to inspection of security, health and safety systems such as fire detection/suppression, sanitation, security and first aid. Meal & Housekeeping Records	3 years then destroy	Jail maintains records in electronic format.
11.6.2	Record series documents meal records, food receipts and housekeeping records.	C + 1 year	Jail maintains
11.7 RADAR REPORTS			
11.7.1	Record series documents and may include certification of calibration, routine radar check reports, and certification of accuracy for tuning forks.	C+2 years then destroy	C = Until equipment is disposed. Lieutenant maintains

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
11. PUBLIC SAFETY			
11.8 STATE/FEDERAL CRIME REPORTING			
11.8.1	<p>Record series documents State/Federal Crime Reporting UCR/ASPIN/NCIC</p> <p>NIBRS: Monthly reports submitted to State of Alaska on Crimes against person property and society via state web portal.</p> <p>APSPIN/NCIC VALIDATIONS: Up to 2 yrs. or end of Audit Cycle.</p> <p>Active HOT files will be retained per APSIN retention policy as follows: Articles: CY + 1 Stolen Vehicles: CY + 5 Guns: P until Recovery Missing People: P until Recovery</p>	State Keeps master validation files digitally. Local hard copies kept through State Audit cycle or Life of entry	Maintained and kept by Dispatch Supervisor
11.9 CRIME STATISTICS			
11.9.1	Record series documents statistical compilations of crimes committed within the local jurisdiction.	Retain Permanently	Maintained by Dispatch Supervisor
11.10 ANIMAL CONTROL FILES			
11.10.1	Record series may consist of the following: licenses, animal complaint notifications/citations, description of animal, notification to owner, certification of ownership, owner claims, and release of animal data, dog bite reports and statistical reports. Also spay/neuter, euthanasia, vaccination, patrol, and abuse/cruelty information.	3 years then destroy	
11.11 FIRE INVESTIGATION FILES			
11.11.1	Record series documents fire department investigations of suspicious or incendiary fires. May include reports (fire, rescue, investigators, State Fire Marshal, police, casualty, insurance), video evidence (photographs, video cassettes, cd's), memoranda, diagrams, or other documentation relating to investigation.	C+30 years then destroy	C = Until investigation is closed.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
11. PUBLIC SAFETY			
11.12 EMS & FIRE INCIDENT REPORTS			
11.12.1	Record series documents reports of any incident that involved Emergency Medical Services (EMS), or calls to the Fire Department.	10 years then destroy	
11.13 FIRE INSPECTION/COMPLIANCE FILES			
11.13.1	Record series documents fire safety inspection before and after building construction is completed. May include building plans used in inspection/approval process detailing fire detection specifications or other <i>Fire Safety Code</i> compliance requirements, certificates of inspection, violation appeals, Department response, surveys and applications for variances.	C then destroy	C = Until building is no longer in use. Retain building plans until <i>Certificate of Occupancy</i> is issued and plans are of no further administrative value.
11.13.2	Variances issued by the City. Records series may form part of Fire Inspection/Compliance Files (See item 11.13.1)	L then destroy	L = Life of building or until occupancy classification is legally changed.
11.14 BURN PERMITS/LICENSES ISSUED			
11.14.1	Record series documents applications and permits issued by Department. May include open burn permits, permits relating to fireworks and so on.	C+3 years then destroy	C = Until permit expires.
11.15 VIOLATION/COMPLAINT FILES			
11.15.1	Record series of violations and complaints relating to the <i>Fire Safety Code</i> . May include name, time, address and location of violation/complaint, complaint summaries, investigation reports and disposition, and Department follow-ups.	C+3 years then destroy	C = Until resolution of complaint.
11.16 FIRE & EMS TRAINING FILES			
11.16.1	Record series documents Fire and EMS personnel training to include but not limited to correspondence, course descriptions, training dates and exam results.	T + 10 years	T = until termination of employee
11.16.2	Record series consists of but not limited to correspondence, course descriptions, training dates and exam results for volunteer Fire & EMS personnel.	T+ 5 years	T = Volunteer no longer active.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
11. PUBLIC SAFETY			
11.17 FIRE PREVENTION EDUCATION PROGRAMS			
11.17.1	Record series documents multimedia materials used in fire prevention education including brochures, films, CD's, posters, pamphlets and other program resources.	C then destroy	C = Until superseded/obsolete or administrative need is met.
11.18 EQUIPMENT INSPECTION RECORDS			
11.18.1	Record series documents records of inspections for vehicles, mechanical systems, hoses, hydrants, ladders (ground and aerial), mask service information (model, serial number, and purchase date, type, cubic feet of tank and service record.	15 years	
11.18.2	Record series documents Self-Contained Breathing Apparatus (SCBA) inspection records, hoses, masks, and ladder inspection.	15 years	
11.19 APPARATUS ACCIDENT FILES			
11.19.1	Record series documents Department record of accidents involving municipal fire/rescue vehicles. May include police reports, witness statements, memoranda, diagrams, photographs and related documentation.	3 years then destroy*	* = Retain longer if involved in litigation. Consult with City Attorney prior to disposition.
11.20 OIL SPILL PREPAREDNESS FILES			
11.20.1	Record series documents information related to oil spill drills, incidents and inspections.	6 years then destroy	
11.21 HAZARDOUS MATERIALS/SUBSTANCES			
11.21.1	Hazardous Materials/Substances Right to Know Files record series documents annual updates	3 years then destroy	
11.21.2	Hazardous Materials/Substances Right to Know Record series documents all other records - detailed product/chemical identification listings supplied annually by individual employers that hold, use, or sell products considered hazardous by the USDOL, DOSH. This series may include USDOL forms or material safety data sheets, emergency and hazardous chemical inventory forms, company emergency plans, inspection reports, or other mandated documentation relating to hazardous substances.	C+7 years then destroy	C = As long as the employer does business in the City. USDOL = United States Department of Labor. DOSH = Department of Occupational Safety & Health.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
11. PUBLIC SAFETY			
11.21 HAZARDOUS MATERIALS/SUBSTANCES			
11.21.3	Hazardous Materials Incident files Record series documents the following: <u>Major Incidents</u> Incidents or spills that require mitigation and reporting to State and/or Federal Agencies.	Retain Permanently	May Include hazardous incident reports, copies of fire/rescue reports, narratives, and memoranda.
11.21.4	Hazardous Materials Incident files Record series documents the following: <u>Minor Incidents</u> Carbon monoxide, ammonia or natural gas sniffer reports; Minor oil or gas spills that do not result in ground saturation or require reporting to State and/or federal agencies.	10 years	May Include hazardous incident reports, copies of fire/rescue reports, narratives, and memoranda.
11.22 CONTINGENCY AND EMERGENCY SERVICES PLANS			
11.22.1	Record series documents the Departments contingency and emergency operations/services plans	Retain Permanently	City Manager's Office may retain copies of current plans.
12. PLANNING, ZONING & COMMUNITY DEVELOPMENT			
12.1 PLANNING COMMISSION FILES			
12.1.1	This record series documents official actions of the Planning Commission that were approved. Consists of Conditional Use Permits, Subdivision Preliminary Plats; Variances; Design Criteria Manuals, Master Road and Street Plans	Retain Permanently	City Clerk's Office retains original signed Conditional Use Permits.
12.1 PLANNING COMMISSION FILES			
12.1.2	Denied & Withdrawn Proposals Record series documents official actions of the Planning Commission denying or contains applications for the following were withdrawn: Conditional Use Permits, Subdivision Preliminary Plats, Variances, design criteria manuals, master road and street plans.	3 years then destroy	
12.2 PLANNING & ZONING ENFORCEMENT FILES			
12.2.1	Record series documents violations of planning and zoning regulations.	C+6 years then destroy	C = Until resolution of the case.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
12. PLANNING, ZONING & COMMUNITY DEVELOPMENT			
12.3 PROPERTY INVENTORIES			
12.3.1	Record series documents related addressing of parcels (properties) located within City limits.	Retain until superseded.	Updated as required.
12.4 ZONING PERMITS & PLANS			
12.4.1	Record series documents Zoning Permits. May include application, correspondence, drawings, location, etc.	Retain Permanently	Permits & Plans addressed by Planning Department Staff
12.4.2	Record series documents related to Storm Water Plans. May include correspondence, applications, drawings, etc.	Retain Permanently	
12.4.3	Record series documents Non-conforming determinations. May include applications, decisions, correspondence.	Retain Permanently	
12.4.4	Record series documents Flood Plain Development Permits. May include applications, correspondence, maps, etc.	Retain Permanently	
12.4.5	Record series documents Sign Permits. May include applications, conceptual art regarding sign, manufacturer's schematics, etc.	Life of Sign	
12.4.6	Record series documents a Development Activity Plan. May include presentation, application, correspondence, maps, etc.	C + 10 years	C = Completion of construction
12.4.7	Record series documents Applications that have been or are incomplete, withdrawn or denied	2 years then destroy	
12.5 ROAD NAME CHANGES			
12.5.1	Record series includes information or documents regarding road name changes and copies of affidavits of publication.	Retain Permanently	
12.6 FLOOD CONTROL PROGRAM FILES			
12.6.1	Record series document Flood Control program May include erosion control studies, flood plain data, correspondence, maps and drawings documenting flood/erosion areas and specific problem parcels.	Retain Permanently	FEMA regulations and guidelines

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
12. PLANNING, ZONING & COMMUNITY DEVELOPMENT			
12.7 ZONING MAP			
12.7.1	Record series documents the city zoning districts. May include working drafts, ordinances, correspondence, etc.	Retain Permanently	
12.8 PLANS, MAPS, ASBUILTS & DRAWINGS			
12.8.1	Record series documents Plans, record drawings, maps and as-builts including, but not limited to, City buildings, streets, survey/plat, lot plans, tax assessment, layout/grade, sanitary sewers, easements, landfills, subdivisions, traffic control, water and fire lanes.	Retain Permanently	Logs or registers of plans, maps and drawings should also be retained permanently. Reference copies may be disposed after all administrative need is met.
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.1 CONSTRUCTION PROJECT FILES			
13.1	Record series documents specifications, contracts, plans, bids, evaluations, performance bonds and correspondence. May include documentation of solicitation, selection, award/administration of contracts and professional service agreements; field reports, job accounting information, contract modifications, data relative to utilities and project close-out information.	C+6 years then destroy	C = Until project is completed. Refer also to item #5.1 (Procurement Records) & item #3.1 (General Accounting Records).
13.2 ENGINEERING FIELD & BENCH MARK BOOKS			
13.2.1	Record series documents engineering field measurements, sketches, and diagrams including, but not limited to, elevations, distance, bench marks, ridges, easements, drainage, ponding, and core test holes.	Retain Permanently	Reference copies may be disposed after all administrative need is met.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.3 PERMIT FILES			
13.3.1	Record series documents permits for the following: Construction, Building, Utility, Drinking Water (facilities), Railroad, and Waste Water Disposal. May include applications, copy of permit, maps, site plans/plats, specifications, drawings, engineer/architect's certification, as-builts, inspection reports, accounting data, etc.	C+ 6 years then destroy	C = Until permit expires.
13.3.2	Record series documents list of all permits issued by Engineering, Buildings & Public Works.	Retain Permanently	Refer to item #14.2 for non-construction permits.
13.4 INSPECTION FILES			
13.4.1	Record series documents miscellaneous inspection reports including but not limited to foundation, framing, electrical, plumbing and fire safety.	6 years then destroy	
13.5 RIGHT OF WAY & EASEMENT FILES			
13.5.1	Record series documents grant of easement records for legal permission to conduct work on private property, including, but not limited to, laying, constructing, maintaining, operating, repairing and servicing water and sewerage pipes, mains, drains, signs and utilities. Also vacations (including section line and deeds of vacation), descriptions of easement areas, diagrams, plans, agreements, memoranda, correspondence and property disposition.	Retain Permanently	
13.6 SUBDIVISIONS & LAND DEVELOPMENT PROJECT FILES			
13.6.1	Record series documents approved subdivision and land development projects. May include applications, site plan review, check lists, inspections, diagrams, plans, plats, drawings, specifications, covenants, subsurface soils investigations, boundary surveys, memoranda and other analyses.	Retain Permanently	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.6 SUBDIVISIONS & LAND DEVELOPMENT PROJECT FILES			
13.6.2	Denied Applications Records documenting property subdivisions. May include applications, site plan review, check lists, inspections, diagrams, plans, plats, drawings, specifications, covenants, subsurface soils investigations, boundary surveys, memoranda and other analyses.	C then destroy	C = Until administrative need is met.
13.7 REGULATORY COMPLIANCE FILES			
13.7.1	Record series documenting compliance with state/federal requirements such as coastal resources management and freshwater wetlands. May include copies of applications for authorization to perform work, requests for preliminary determinations, wetlands determinations, complaints, and notices of violations, plans/maps, notices of public hearings, correspondence and memoranda.	C+3 years then destroy	C = Until project is completed.
13.8 BRIDGE FILES			
13.8.1	Record series documents the cumulative history file for bridges within city limits. May include memoranda, correspondence, newspapers clippings, reports, plans/specifications, materials lists, excavation permits, bridge deficiency /inspection reports and work orders.	C then destroy	C = Until superseded/obsolete or administrative need is met.
13.9 WORK & REPAIR ORDER FILES			
13.9.1	Record series documents requests for work or repairs initiated by citizen complaint or internally. Data may include name and number of complainant or requestor, location and type of work to be performed, dates and times of receipt/response.	3 years then destroy	
13.9.2	Record series documents work performed and completed related to electrical, sewer, gas, street or water systems. Data may include date, time, order number, location, description of work, authorization, names of staff performing work, itemized labor, and equipment and material information.	3 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.10 FACILITY MAINTENANCE FILES			
13.10.1	Record series includes all documents, files, data related to operation of facility, including permits, utilities correspondence, bids, reports, proposals, accounting, problems and enabling legislation.	L or C then destroy	L = For the life of the facility. C = Until administrative need is met. Official Record Copies of certain documents may be administered by other departments.
13.11 FIRE & RESCUE RESPONSE CIRCUIT/RADIO BOX RECORDS			
13.11.1	Test Logs – records series documents when testing of all circuits, radio and location alarm boxes are conducted.	1 year then destroy	L = Life of system. Records Maintained by Public Works Department.
13.11.2	Alarm Records – Record series documents response tests conducted on all circuit, radio and location alarm boxes to ensure proper alarm signals are being received. May also include maintenance records and inspection/testing records for individual alarm systems including systems testing and certification documentation, inspection records, service contracts and reports, permits, diagrams, site information, emergency contact lists and correspondence.	L = then destroy	L = Life of system. Records maintained by Public Works Department.
13.12 FIRE HYDRANT IDENTIFICATION			
13.12.1	Record series documents individual fire hydrants in service. Data may include identifying characteristics of each hydrant including location, date installed, size of lead, make, number of turns to open, size of main.	C then destroy	C = Until hydrant is no longer in service. Records maintained by Public Works Department.
13.13 FUEL FILES			
13.13.1	Record series documents Fuel summaries May include daily, weekly or monthly fuels dispensed. Data included but not limited to grade of fuel, pump locations, meter/stick readings, gallons delivered and total gallons consumed and oil/antifreeze disbursed.	A + 1 year then destroy	A = Until audit is completed.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.13 FUEL FILES			
13.13.2	Record series documents fuel receipts (slips) recording individual fuel intake. Data may include vehicle number/type; driver; meter readings; and, gallons of fuel, oil, or antifreeze received.	A+1 year then destroy	A = Until audit is completed.
13.14 SNOW PLOW FILES			
13.14.1	Record series documents snow plow routes and activity. May include maps, routes, correspondence, logs, crew lists or other documentation relevant to snow removal.	C then destroy	C = Until superseded/obsolete or administrative need is met.
13.15 TREE FILES			
13.15.1	Record series documents tree maintenance, planting and removals. May include correspondence, removal or planting schedules, copies of agreements, reports, proposals, pamphlets, maps, grant data, and records on pesticide use including public hearing notices and copies of applicators' licenses and certifications.	3 years then destroy	Parks Maintenance may maintain files.
13.16 UNDERGROUND STORAGE TANK FILES			
13.16.1	Record series documents the Registration and State Certification of underground storage tanks.	6 years then destroy	If records may be subject to potential litigation, retain permanently. AS 46.03.360-450; 18 AAC 75, 18 AAC 78 & 40 CFR 280.
13.16.2	Record series documents the maintenance and repair history of underground storage tanks.	L + 6 years then destroy	L = Life of the tank. If records may be subject to potential litigation, retain permanently. AS 46.03.360-450; 18 AAC 75, 18 AAC 78 & 40 CFR 280
13.17 GEOLOGIC DATA FILES			
13.17.1	Record series document landslides, avalanches, borings/drainage, and other subsurface conditions including piling records.	Retain Permanently	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.18 SEWER & WATER ASSESSMENT RECORDS			
13.18.1	Record series documents sewer and water connection assessments for tax purposes. May include location diagrams, inspections, measurements, photographs and abatements.	Retain Permanently*	City Clerk's Office retains Assessment District files permanently. Finance Department maintains project files permanently
13.19 SEWER LOCATION & CONNECTION RECORDS			
13.19.1	Record series documents sewer connections for individual properties and/or municipal sewer system. Includes location, diagram and address. May include system specifications, requests for location of sewer connections, surveys, sketches, inspection and work reports, and dye test requests and reports.	Retain Permanently	
13.20 WATER SERVICE & VALVE LOCATION RECORDS			
13.20.1	Record series documents water service connections for individual properties and/or shared water system. Includes location, diagram, address, type, date connection established, lengths, make, size, curb stop, main or gate valve.	C then destroy	C = Until system is no longer in existence.
13.21 WATER SYSTEM MONITORING CHARTS & LOGS			
13.21.1	Record series documents water system. May include graphs monitoring water distribution system including flow rates, pressure and elevation and logs listing water readings at individual pumping/meter stations including date, time, reading, number of gallons per minute, reader's name and remarks.	5 years then destroy	
13.22 WATER SYSTEM MAINTENANCE & REPAIR			
13.22.1	Record series documents work performed and completed on individual water meters, connections and mains. May include meter number, manufacturer, readings, job descriptions, name, telephone number, locations, size and service number.	3 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
13. ENGINEERING, BUILDINGS & PUBLIC WORKS			
13.23 WELL INFORMATION FILES			
13.23.1	Record series documents well boring and well logs.	3 years then destroy	
13.24 WATER TESTING FILES			
13.24.1	Record series documents lead & copper analyses, corrosion control sampling and source water treatment records. Records may include water testing and analysis conducted on water system; laboratory certificates of analysis; microbiological, sample analysis and other result reports; water supply summary sheet; monthly water quality logs; chain of custody forms; and, lead/copper/nitrate results.	12 years then destroy	18 AAC 70
13.24.2	Record series documents chemical, organic/inorganic chemical, radiological and turbidity analyses, and sanitary system survey data.	10 years then destroy	18 AAC 72
13.24.4	Records of action taken to correct violations of primary drinking water regulations.	C + 3 years	C = Until last action taken with respect to the applicable violation. 18 AAC 80
13.25 WATER MANAGEMENT PLANS			
13.25.1	Record series document plans mandated by Alaska Statute and regulated through the Alaska Administrative Code. Plans include, but are not limited to, Water Supply Management, Water Quality Protection and Wellhead Protection.	Retain Permanently	
13.26 WATER SERVICE - APPLICATIONS, AGREEMENTS & METER READINGS			
13.26.1	Record series documents applications and agreements for water service and supply. Data may include name, address, plat/lot numbers, district service and meter numbers. Signed agreement of terms and service may constitute contract.	C then destroy	C = Until superseded/obsolete or administrative need is met.
13.26.2	Record series documents meter reading for water usage of customers. May includes date of reading, reading figures, water consumed, meter number, size, manufacturer, owner, address and service number.	C + 6 years then destroy	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
14. LICENSES			
14.1 LICENSES & PERMITS (NON PLANNING OR PUBLIC WORKS RELATED)			
14.1.1	Record series documents itinerant merchant, mobile food services, liquor license, gaming, public gatherings, animal, bicycle, charity collections or events, public facility use, etc. May include data listing name, address, contact, etc. Approved Licenses or Permits	C + 5 years then destroy	C = Until permit expires
14.1.2	Denied, rejected or withdrawn licenses or permits	1 year then destroy	C = Until permit expires.
14.1.3	Record series documents list of all non-construction permits issued by Licensing Department.	30 years then destroy	
14.3 SALES TAX REGISTRATIONS & REPORTS			
14.3.1	Record series documents sales tax registrations & reports	3 years then destroy	
15. ASSESSMENTS			
15.1 ANNUAL TAX ASSESSMENT ROLLS			
15.1.1	Record series documents Real and business property annual assessment rolls. Includes property description, assessed value of property and names/addresses of owners as required by AS 29.45.160	Term + 10 years	
15.2 TAX APPEAL FILES			
15.2.1	Record series documents adjustment appeals made to the City. Includes written appeal, audio tapes and board certifications.	6 years then destroy	
15.3 REAL PROPERTY PARCEL MASTER FILES			
15.3.1	Record series documents certification of the assessed value of real property. Includes following exemptions: senior citizen, disabled American Veteran, Farm Use Deferment, Religious, Charitable, Educational.	Retain Permanently	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
15. ASSESSMENTS			
15.4 SECTION LAND FILES			
15.4.1	Record series documents full legal description and chain of title information for all land parcels in township, section and range. Includes nonconforming (illegal) splits.	C then destroy	C = Until superseded/obsolete or administrative need is met.
15.5 PERSONAL PROPERTY FILES			
15.5.1	Record series used to certify and document the assessed value of personal property. Includes certifications, declaration forms, and miscellaneous information attached to property assessment.	6 years then destroy	
15.6 COLLECTION REPORTS			
15.6.1	Record series documents reports of collection	6 years then destroy	
15.9 BUILDING & LAND INVENTORY FILES			
15.9.1	Record series documents new building construction and razing/renovation of older buildings; and, tracks land, subdivision, re-subdivisions, lot line removals, etc.	6 years then destroy	
15.9.2	Market Sales Program Records Record series includes property acquisition questionnaires and market sales program information.	6 years then destroy	
16. LAND MANAGEMENT			
16.1 LAND FILES			
16.1.1	Record series documents full legal description and chain of title information for all land parcels in township, section and range. May include deeds, easements, cadastral surveys, entitlement documents, City actions and other legal documents.	Retain Permanently	
16.2 LAND LOTTERY FILES			
16.2.1	Record series consists of financial reports, property pictures and land owner information.	Retain Permanently	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
16. LAND MANAGEMENT			
16.3 MUNICIPAL ENTITLEMENT FILES			
16.3.1	Record series documents history of land acquired from the State (selection, patent).	Retain Permanently	
16.4 PROPERTY TAX FORECLOSURE FILES			
16.4.1	Record series documents property tax foreclosures. May include parcel inventory files and property acquired through tax foreclosure where repurchase rights have been extinguished.	Retain Permanently	
17. PARKS & RECREATION			
17.1 RECREATION PROGRAM FILES			
17.1.1	Record series documents program histories and photographs.	Retain Permanently	
17.1.2	Record series documents programs and activities sponsored or developed by Community Recreation. May include sports programs, arts, charitable events, day camps, luncheons and picnics. Additional documents may be player rosters, sponsor forms, practice notices, tournament seedings, permission slips, drop out forms, worker lists, brochures, flyers and correspondence.	3 years then destroy	
17.2 COACH, INSTRUCTOR, LIFEGUARD FILES			
17.2.1	Record series documents instructor, lifeguard, or coach certification and training. May include volunteer coach, instructor registrations, criminal background checks, reference and training videos, newsletters and other certifications.	C then destroy	C = Until superseded/obsolete or administrative need is met.
17.3 RECREATION FACILITY FILES			
17.3.1	Record series documents maintenance, compliance and monitoring of City facilities including community recreation buildings, pools, ice skating rinks, arenas and athletic fields. This series may consist of inspection certifications, use permits, facility applications and licenses.	Retain Permanently	Public Works Department may retain these records.

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
17. PARKS & RECREATION			
17.4 MAPS, PLANS AND DRAWINGS			
17.4.1	Record series documents topographic features, drainage, structures, proposed enhancements, etc. for parks. Includes utility maps, easements and as-builts.	C then destroy	C = Until superseded/obsolete or administrative need is met. Official Record Copy may be administered by Engineering, Buildings & Public Works 13.1-13.5.
17.5 HORTICULTURE PROJECT FILES			
17.5.1	Record series documents landscaping, tree and flower work, including requests, design plans and work orders.	C then destroy	C = Until superseded/obsolete or administrative need is met.
17.6 CULTURAL RESOURCE FILES			
17.6.1	Record series documents the functions and activities of the cultural resources officer. Includes case files, final reports, drawings, photographs, videos, plans, maps, etc.	Retain Permanently	
18. LIBRARIES & MUSEUMS			
18.1 CATALOG FILES			
18.1.1	Record series documents cataloging records for each item put into collection. Records contain identifying, descriptive, and location information for each item.	C	C= Until superseded/obsolete or administrative need is met.
18.2 CIRCULATION FILES			
18.2	Record series documents circulation. May include privileged patron information, circulation cards, overdue notices, circulation statistic reports, etc.	C then destroy	C = Until superseded/obsolete or administrative need is met. Confidential per AS 09.25.140, AS 40.25.140 (Confidentiality of Library Records).

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
18.3 COLLECTION DEVELOPMENT, MATERIALS & INFORMATION SYSTEMS			
18.3.1	Records of ordering, purchasing, and receiving. Backup disaster recovery tapes are stored offsite for security. Tapes are rotated according to established repository procedures.	C	C = Until superseded/obsolete or administrative need is met.
18.4 INTERLIBRARY LOAN FILES			
18.4.1	Record series documents the interlibrary loan program. May include lists of materials received and/or distributed. Confidential per AS 09.25.140, AS 40.25.140	C	C = Until superseded/obsolete or administrative need is met.
18.5 FINES AND FEES FILES			
18.5.1	Record series documents Fines and Lost Item Reimbursement Accounting. May include personal data such as name, address, amounts, etc.	7 Years then destroy	
18.6 LIBRARY VOLUNTEERS			
18.7	Record series documents volunteers for the Public Library. May include but not be limited to data regarding personal information such as addresses, emails, phone contacts.	C	C = Until administrative need is met.
18.7 PATRON APPLICATION CARDS			
18.7.1	Record series documents regular and temporary library cards.	C then destroy	C = Until administrative need is met.
19. PORT & HARBOR			
19.1 PORT & HARBOR STANDARD OPERATING PROCEDURES			
19.1.1	Record series documents the standard operating procedures for the port and harbor.	Retain Permanently	
19.2 TERMINAL TARIFF			
19.2.1	Record series document the Port of Homer Terminal Tariff.	Retain Permanently	

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
19.3 INSPECTION REPORTS			
19.3.1	Record series document reports specific to the port and harbor areas and the spit. May include Harbor Officer daily logs, harbor check forms, Crane Inspection, OSHA, DEC Reports, etc.	7 years	
19.4 RECEIPT FILES			
19.4.1	Record series that documents the use of the Load and Launch Ramp and Parking	3 years*	*3.1 General Accounting Records
19.5 STALL WAIT LIST FILES			
19.5.1	Record series documents Stall Wait List Applications and Renewals. May include lists containing personal data such as names, addresses, and contact information.	3 years then destroy	
19.5.2	Record Series documents the log book for the annual applications on Stall Wait List	Retain Permanently	
19.6 TERMINAL, FISH DOCK AND CRANE USE PERMIT FILES			
19.6.1	Record series that documents terminal, crane and fish dock use permits. May include lists, applications and personal data.	C + 3 years	C = current year
19.7 MOORAGE AGREEMENTS			
19.7.1	Record series documents the Reserved Stall and Transient moorage agreements. May include applications, personal data and correspondence.	C+ 3 years	C = current year
19.8 STEEL GRID UTILIZATION FILES			
19.8.1	Record series documents the Steel Grid Utilization Agreements. May include applications, personal data and correspondence.	C+ 5 years	C = Term of Vessel Ownership
19.9 BILLING FILES			
19.9.1	Record series includes, but not limited to, dock & wharfage, electricity, grids, crane and ice, application for metered power, notification of vacancy, storage, and marina	3 years*	*3.1 General Accounting Records

ITEM NO.	RECORDS SERIES TITLE & DESCRIPTION	RETENTION & DISPOSITION	REMARKS
19.10	DREDGING FILES		
19.10.1	Record series documents the Geologic Data Records and or Dredging Records related to the spit. May include correspondence, vendor, lists, locations, etc.	C	C = Until Superseded
19.11	FACILITY SECURITY FILES		
19.11.1	Record series documents Facility Security records and may contain related correspondence, contract, issues, etc.	C then destroy	<p>C= Until administrative need is met.</p> <p>Contains sensitive information and shredded on site.</p> <p>Notice and Documentation of Destruction shall be submitted to Records Manager/City Clerk's Office.</p>