

Exhibit A

RECORDS DISPOSITION AUTHORIZATION FORM

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City Clerk's Office
City of Homer
491 E Pioneer Avenue
Homer, AK 99603
Phone: (907) 235-3130
Fax (907) 235-3143

DEPARTMENT	CONTACT PERSON	PHONE	
LOCATION OF RECORDS (STREET ADDRESS)	EMAIL		
The records described below are authorized for destruction under AS 40.21.030(b)(10) and HCC 2.92.030 (g). These records:			
<input type="checkbox"/> Are not covered by any current, approved records retention and disposition schedule(s) and; <input type="checkbox"/> Have no further administrative, legal, fiscal, or audit values for this agency.			
CONFIDENTIALITY RESTRICTIONS			
Are there confidentiality restrictions require special handling for the destruction of these records? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, cite law or regulation which places confidentiality restrictions on these records: <input type="checkbox"/> SOA Constitution Article 1, Section 22 <input type="checkbox"/> HCC 2.84.040 (a) through (e) (1-7) (f) through (s)			
RECORDS SERIES DESCRIPTION (Brief description of what these records are)	INCLUSIVE DATES		
METHOD OF DESTRUCTION	NUMBER OF BOXES		
Vital Records Control In-house Other (please state): _____ Choose One:			
APPROVALS			
RECORDS MANAGER	DATE		
DEPARTMENT DIRECTOR	DATE	WITNESS TO DESTRUCTION	DATE

