INACTIVE RECORDS STORAGE FORM

Department:_____
Prepared by:_____

Date:_____

Record Dates	**Description of Contents**	**Retention Time**

Clerk's Office Completes this section:

Destruction Year:_____

Location Stored
☐Vault ☐ Storage Room 1 ☐ Storage Room 2

Date Stored: _____ Initials_____

Notice of Destruction to_____

Date:_____ Initials:_____

Reason if not approved: _____

_____

Destruction Complete:

Method:_____

Date:_____ Initials:_____

Record Dates	**Description of Contents**	**Retention Time**

Instructions:

1. Remove Inactive Records from active files and place like categories with similar retention times in each storage box. Please do not over stuff the boxes.

Do not store permanent records with non-permanent records.

2. Complete the information on the left side of the page.
Description of Contents and Retention time will be found in the City of Homer Records Retention Schedule – AKA: City of Homer Classification and Procedure Manual and Records Retention Schedule
This can be found on line by selecting City Documents, Forms, and Manuals button on the City Clerk's pagehttp://www.cityofhomer-ak.gov/cityclerk Or a paper copy can be provided by the Clerk's office

3. Place the completed Inactive Records Storage Form inside box on top of files.

4. Deliver boxes to the City Clerk's Office.

5. The Clerk's Office will assign an index number and complete the right side of the page.

6. The Clerk's Office will attach a completed copy on each end side of the storage box.

7. A copy will be provided to the respective department.