CITY OF HOMER
HOMER, ALASKA

RESOLUTION 22-044

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

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

WHEREAS, Alaska Statute 40.21.070 states that the government body of each political
subdivision of the state shall promote the principles of efficient records management for local
public records; and

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

WHEREAS, Homer City Code 2.92.030 requires the City Clerk to develop, maintain and
coordinate the operations of the City’s records management system, review and update
records series with each department annually to ensure all active records series are described
adequately; and

WHEREAS, The last update to the records classifications, procedures and retention
schedules was conducted in 2013 and there are several areas that have been amended; and

WHEREAS, It is in the City’s best interest to update the City of Homer retention schedule
and procedures to follow recommendations provided by the State of Alaska.

NOW, THEREFORE, BE IT RESOLVED the City Council of Homer, Alaska, repeals the City
of Homer Records Classification and Procedures Manual and Retention Schedule and adopts
the updated City of Homer Records Management and Retention Manual.

PASSED AND ADOPTED by the Homer City Council this 23rd day of May, 2022.

CITY OF HOMER

KEN CASTNER, MAYOR
ATTEST:

Renee Krause

RENEE KRAUSE, MMC, ACTING CITY CLERK