

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

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



A handwritten signature in black ink, appearing to read "Ken Castner", is written over a horizontal line.

KEN CASTNER, MAYOR

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Renee Krause

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RENEE KRAUSE, MMC, ACTING CITY CLERK