

**A Resolution of the Haines Borough Assembly authorizing disposition of public records in accordance with HBC 2.64.030(B) and the Haines Borough Records Retention Schedule.**

**WHEREAS**, it is deemed necessary for legal, management and storage considerations to retain and dispose of public records in an orderly and specific manner; and

**WHEREAS**, HBC 2.24.020(F) states one of the duties of the borough clerk is to "[m]anage borough records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary"; and

**WHEREAS**, the borough has a Records Retention Schedule, last revised September 2011, based on the Alaska Local Government General Records Retention Schedule; and

**WHEREAS**, the borough clerk has been overseeing a comprehensive records management project that has included a review of records to determine historical, legal, and administrative value; and

**WHEREAS**, many records have been slated for destruction according to the records retention schedule, and a large number have accumulated for a long period of time causing serious storage and potential liability issues;

**WHEREAS**, Haines Borough Code 2.64.030(B) states the assembly may authorize the disposal of the records listed in the records retention schedule found to be without legal or administrative value or historical interest, including the periodic disposal of records in the regular course of public business, and of disposal of original records when electronically stored;

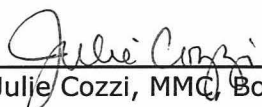
**WHEREAS**, the borough clerk seeks assembly authorization and, upon receiving it, intends to dispose of the records by cremation using an incinerator constructed by the Public Facilities Department; and

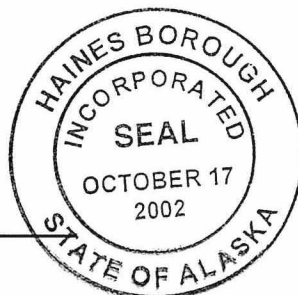
**WHEREAS**, the borough clerk will file a descriptive list of the records disposed of and a record of the disposal itself,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Clerk to dispose of the records slated for destruction generally listed in Addendum A by cremation as soon as practical following adoption of this resolution.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 14<sup>th</sup> day of October, 2014.

Attest:

  
Julie Cozzi, MMC, Borough Clerk



  
Stephanie Scott, Mayor

## **Addendum A** - attachment to Resolution 14-10-593

### 2014 Records Slated for Destruction per Haines Borough Records Retention Schedule

(Note: this is a general list. Detailed descriptions are on file in the Clerk's Office and may be inspected upon request)

1991-2010	General Correspondence re. Projects & Programs
2006-2011	Childcare Assistance Program Documents
1998-2009	Commercial Parking, Passenger, and Tour Permit Documents
2000-2011	ABC Board Correspondence
2003-2004	Misc. Court Case Documents
1982-1986	Fuel Facility Invoices, Inventory Sheets
1992-1993	Property & Sales Tax Collection Reports
1989-1998	Water Sewer Reports & Notices
1987	Accounts Payable Reports
1988	Payroll Worksheets
1983-2010	Budget Work Papers
1997-1998	Accounts Receivable Reports
1997-1998	Lobbyist Agreement
1997-1998	Reports & General Correspondence (revenue & expenditures)
1997-2010	Personnel-related Reports & Correspondence
1997-1998	Title Insurance Agency Reports
1997-1998	Treasury Correspondence and State Shared Revenues
1992	Income Sheets & Check Copies
1994-1998	A/R invoices, income sheets, check copies, aging reports, adjustment logs
1990-1999	Cancelled Checks & Bank Statements
1983-2003	Legislative handbooks, poster, correspondence, hearing reports
1994-1999	Southeast Conference Correspondence
1996-2000	Accounting Reports, Receipts & Journals
2005	Community Youth Development Payments
1998-2004	CCWSS Correspondence, Litigation & Agreements
2000-2004	Planning Commission Correspondence & Duplicate Documents (inc. meeting packets that are now electronic)
2003-2005	Haines Coastal Mgmt Program Revision and Grant Documents
1995-2003	Correspondence re. Land Development & Covenants, Surveying,
1995-2001	Utility Process Flow Charts
1986-2006	Utility Easements, Correspondence
1970-2010	Planning & Zoning Correspondence and Permit Documents
1984-2010	Economic Development-Related Correspondence & Working Documents
1993-2008	Correspondence re. Misc. Grant Opportunities and Awards
1976-2009	Grant Reports, Debt Retirement Requests, misc grant-related documents
1999-2008	State and Federal Funding Requests
2000-2010	National Forest Receipts Program Documents
2000-2010	National Flood Insurance Program
2000-2010	State Revenue Sharing Program
1996-2010	Shared Fisheries Tax
1997-2009	Insurance Agreements and documents
1990-2009	Misc Water Sewer Correspondence and Projects Documentation
2002	Wastewater Management Feasibility Study
1983-2010	General and Routine Correspondence Public Facilities
1985-2010	General and Routine Correspondence Administration
1970-2010	General and Routine Correspondence Planning & Zoning and Lands

Addendum A – 2014 List of Records for Destruction  
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2000-2010	General Correspondence re. Boards, Committees, Commissions
1981-2009	General and Routine Correspondence Ports and Harbors
2002-2009	General and Routine Correspondence and Reports Police and Fire Departments
1996-2006	General and Routine Correspondence Service Areas
1997-2009	Election-Related Documents
2006-2009	Community Funding Requests
1991-2006	Bid and Contract Documents for completed projects
1995-2009	Expired Permits and Agreements
2002-2003	Consolidation Transition Working Documents
1976-2002	Vehicle Registrations
1985-2003	Manuals, Publications, Books
2000-2009	Job Bulletins, Newspaper Ads
1995-2006	Accts Payable Paid Invoices
1996-2000	A/R Adjustments
2000-2002	Accts Receivable
1988-2006	A/R Water Sewer & Harbor Receipts
1995-2005	A/R Files, inc. Transaction Reports
2006	A/R Deposits
1988-2006	Prop Tax Reports/Deposits
1973-2007	Senior & Other Property Tax Exemptions
2001-2002	Business Prop Assessments
1986-2006	Business License Renewals
2000-2001	Prop Tax Assessments
1988-2006	Sales Tax White Copies, Deposits, Reports
Prior to 2007	Closed Sales Tax Accounts
1996-1999	Investments, Investment Reports
1997-1998	Cash Receipt Bank Statements
1998	Bank Statements, Bank Reconciliations, Check Copies & Deposits
2000-2002	Collection Letters & Cash Receipts