

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 continues to include 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; and

WHEREAS, the assembly authorized the destruction of records in 2014 via Resolution 14-10-593, and systematic management of records is intended to include annual authorization for disposal of records identified for destruction; and

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; and

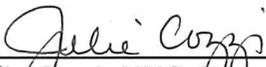
WHEREAS, the borough clerk seeks assembly authorization and, upon receiving it, intends to dispose of the records by cremation using an incinerator constructed by the Public Facilities Department; and

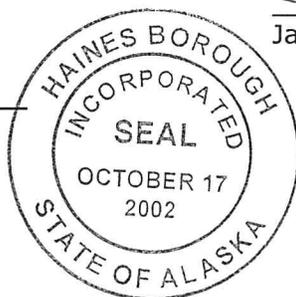
WHEREAS, the borough clerk will file a descriptive list of the records disposed of and a record of the disposal itself,

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 27th day of October, 2015.

Attest:


Julie Cozzi, MMC, Borough Clerk




Janice Hill, Mayor