

**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 "manage 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 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**, destroying records pursuant to a legally recognized records retention policy reduces storage and personnel costs as well as potential liability issues; and

**WHEREAS**, the systematic management of records is intended to include annual or biennial 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,

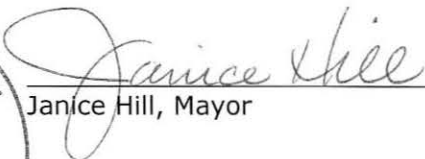
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Clerk to dispose of the records slated for destruction generally listed in Addendum A by cremation as soon as practical following adoption of this resolution.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 8th day of January, 2019.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor

# Administration Records Box 2018-1

Form (if not paper)	Retention Schedule Item #	Series Title	Brief Description of Record	Record Date	Total Years	Destroy Date
	K-2	IT Documentation Files	Closure of Thirdsphere hosting account	2010	superceded	2018
	C-15	Bills of Sale	1982 Ford Dump Truck, 1979 Root Bellyblade, 1982 Ford Flatbed, 1986 Caterpillar Excavator, 1995 Ford Pickup	1982-1995	7	2002
	P-1.1	Licenses & Permits (Business), approved	Commercial Tours, Commercial Passenger Vehicles, PC Dock Parking	2007-2012	5 after expires	2017
	J-4	Election Registers	October 7, 2014 Election Voting Registers	2014	4	2018
	J-8	Financial Disclosure Statements	APOC Financial Disclosure Statements filed by unsuccessful candidates	2012	6	2018
	J-14	Municipal Campaign Disclosure	Informational Campaign re. 2012 Election Propositions – Reports to APOC of municipal expenditures	2012	6	2018
	J-5	Election Contest	Contest and Investigation Documents 2013 Regular Election	2013	5	2018
	O-17	Water System Monitoring	EPA Discharge Monitoring Reports – 2000 to 2011	2000-2011	5	2016
	G-2	Contract Administration	Chilkat Center Pedestrian Bridge Replacement	2010	6	2016
	G-2	Contract Administration	Letnikof Cove Boarding Float	2010	6	2016
	G-2	Contract Administration	Sheldon Museum Fire Supression	2010	6	2016
	G-2	Contract Administration	School Demo- Phase I	2010	6	2016
	G-2	Contract Administration	Senior Center Roof Repair	2011	6	2017
	G-2	Contract Administration	Water Treatment Plant Emergency Repair	2011	6	2017
	A-17	Public Records Log & Requests for Public Information	Public Records Requests from 2014	2014	1	2015
	A-17	Public Records Log & Requests for Public Information	Public Records Requests from 2015	2015	1	2016
	A-17	Public Records Log & Requests for Public Information	Public Records Requests from 2016	2016	1	2017
	G-2	Contract Administration	Young Road Water Tank- Bid Documents	2008	6	2014
	J-13	Election Officials' Records	2011 Letters of Interest for Assembly Seat	2011	4	2015
	A-1	General Correspondence	Misc. Letters from the Public to the Manager (2007-2014)	2014	3	2017
	A-1	General Correspondence	Misc. Letters from the Public to the Clerk (2011)	2011	3	2014
	P-1.2	Licenses & Permits (Business)	Withdrawn Tour Permit application from Avanim Adv	2012	2	2014
	P-1.2	Licenses & Permits (Business)	Withdrawn Tour Permit application from Juneau Tours	2014	2	2016
	P-1.2	Licenses & Permits (Business)	Denied Tour Permit Application from The Cliffhanger LLC	2013	2	2015
	A-1	General Correspondence	Citizen Concern & Suggestion Forms from 2014/2015	2015	3	2018
	N-2	Plan & Zone Enf. Case Files	Citizen Complaints From 2011/2012	2012	6	2018
	P-2	Licenses & Permits (Non-Bus)	Activity Permit to Camp for SEAK from 2009-2013	2013	1	2014
	P-2	Licenses & Permits (Non-Bus)	Activity Permit for "Take Action" March 2011-2013	2013	1	2014

# Administration Records Box 2018-1

	A-11	Automotive Manag.-Vehicles	1962 Tanker Truck- Scrap Barge	2011	2	2013
	M-40	Oil Spill Preparedness Files	Oil Discharge Prevention documents from 1992-2003	2003	6	2009
	G-3	Grant Administration Files	Small Tracts/Mud Bay Road Utility Feasibility Study	2002	6	2008
	G-3	Grant Administration Files	ADEC Grant	2002	6	2008
	G-3	Grant Administration Files	ADEC Grant	2005	6	2011
	A-1	General Correspondence	Congressional Letters Re Public Infrastructure Projects	2008	3	2011
	A-1	General Correspondence	Letters to/from ADF&G 1999, 2007, 2008 and 2012	2012	3	2015
	B-8	Petitions- Informal	Moose Regulation Change Signatures	2007	3	2010
	A-1	General Correspondence	Letters to/from Citizens to Assembly Members	2009	3	2012
2CDs	P-1.2	Licenses & Permits (Bus.)	Connelly Lake Project (withdrawn)	2011	2	2013
	A-1	General Correspondence	Congressional Letter Re Walker Lake	2013	3	2016
	A-1	General Correspondence	AML Salary and Benefits Survey (2010-2014)	2014	3	2017
	H-7	Salary Schedules	Borough Wage Step Charts from 2000-2009	2009	-	2009
	A-1	General Correspondence	Correspondence re SBS v. Social Security	2002	3	2005
	O-17	Water System Monitoring	EPA Discharge Monitoring Reports – 2013	2013	5	2018
	G-1	Procurement Records	Harbor Cardlock System RFP- put on hold	2013	5	2018
	G-1	Procurement Records	Comstock Rd Culvert Replacement Project	2011	5	2016
	G-3	Grant Administration Files	Senior Center Deferred Maintenance – DHSS Grant Application	2007	6	2013
	B-3	Committee & Board Reports	Heliski Committee Notes	2011	6	2017
	B-3	Committee & Board Reports	Non-Profit Funding Committee	2009	6	2015
	B-3	Committee & Board Reports	Non-Profit Funding Committee	2010	6	2016
	B-3	Committee & Board Reports	Non-Profit Funding Committee	2011	6	2017
	P-1	Licenses & Permits (Bus)	Liquor License Renewals	2009	5	2014
	P-1	Licenses & Permits (Bus)	Liquor License Renewals	2010	5	2015
	P-1	Licenses & Permits (Bus)	Liquor License Renewals	2011	5	2016
	P-1	Licenses & Permits (Bus)	Liquor License Renewals	2012	5	2017
	B-3	Committee & Board Reports	Standing Committee Assignments	2005	6	2011
	B-3	Committee & Board Reports	Standing Committee Assignments	2006	6	2012
	J-1	Ballots	Ballots	2017	½ yr	2018
	J-1	Ballots	Ballots	2016	½ yr	2017

# Administration Records Box 2018-2

Form (if not paper)	Retention Schedule Item #	Series Title	Brief Description of Record	Record Date	Total Years	Destroy Date
	B-3	Committee & Board Reports	Heliski Committee Notes	2011	6	2017
	B-3	Committee & Board Reports	Non-Profit Funding Committee	2009	6	2015
	B-3	Committee & Board Reports	Non-Profit Funding Committee	2010	6	2016
	B-3	Committee & Board Reports	Non-Profit Funding Committee	2011	6	2017
	P-1	Licenses & Permits (Bus)	Liquor License Renewals	2009	5	2014
	P-1	Licenses & Permits (Bus)	Liquor License Renewals	2010	5	2015
	P-1	Licenses & Permits (Bus)	Liquor License Renewals	2011	5	2016
	P-1	Licenses & Permits (Bus)	Liquor License Renewals	2012	5	2017
	B-3	Committee & Board Reports	Standing Committee Assignments	2005	6	2011
	B-3	Committee & Board Reports	Standing Committee Assignments	2006	6	2012
	J-1	Ballots	Ballots	2017	½ yr	2018
	J-1	Ballots	Ballots	2016	½ yr	2017
	P-1	Licenses & Permits (Bus.)	Commercial Tour Permits, Commercial Passenger Vehicle Permits, PC Dock Parking Permits	2008	5	2013
	J-5	Election Contest	2009 Election Contest	2009	5	2014
	A-1	General Correspondence	Letters to unsuccessful employment applicants	2014	3	2017
	A-1	General Correspondence	Administrative Logs	2004	3	2007
	M-13	Criminal Background Checks	Prospective Employees	2013	1	2014
	A-1	General Correspondence	Citizen Complaints	2012	3	2015
	A-1	General Correspondence	Citizen Complaints	2013	3	2016
	A-1	General Correspondence	Citizen Complaints to Mayor	2012	3	2015
	A-1	General Correspondence	Letter threatening litigation	2012	3	2015
	A-17	Public Records Log Requests	Request for Records from HVFD- potential litigation	2012	6	2018
	L-4	Investigation & Matters Files	Investigation into 2012 Heliski Fatality	2012	6	2018
	I-2	Risk Management Claim Files	Indemnity/Hold Harmless Agreement	2004	7	2011
	L-4	Investigation & Matters Files	Investigation of Distribution of Religious Flyers at Port Chilkoot Dock	2002	6	2008
	L-4	Investigation & Matters Files	Claim of Infringement of Constitutional Rights re Foreclosure	2004	6	2010
	C-4	Investigation & Matters Files	Zoning in Charter	2004	6	2010
	O-10	Snow Removal Files	Snow Removal Maps	Unk.	-	2018
	G-1	Procurement Records	Snow Removal Contracts	2011	5	2016
	G-1	Procurement Records	Snow Removal Contracts	2012	5	2017
	G-1	Procurement Records	Snow Removal Contracts	2013	5	2018
	G-1	Procurement Records	Snow Removal Contracts	2009	5	2014
	G-1	Procurement Records	Pit Run Material Bids	2013	5	2018
	G-1	Procurement Records	Maintenance Sand Bid	2013	5	2018
	G-1	Procurement Records	D-1 Material Bid	2013	5	2018

# Administration Records Box 2018-2

	G-1	Procurement Records	Brush and Rubbish Removal	2010	5	2015
	G-1	Procurement Records	RMSA Road Maintenance Bids	2010	5	2015
	G-1	Procurement Records	Young Rd Water & Road Improvements	2008	5	2013
	N-8	Permit Application Files	Land-Use Permit Applications	1996	6	2002
	N-8	Permit Application Files	Land-Use Permit Applications	2001	6	2007
	N-8	Permit Application Files	Land-Use Permit Applications	2002	6	2008
	N-8	Permit Application Files	Land-Use Permit Applications	2003	6	2009
	N-8	Permit Application Files	Land-Use Permit Applications	2004	6	2010
	N-8	Permit Application Files	Land-Use Permit Applications	2005	6	2011

## 2018 Records Destruction - Finance Department

<u>Area</u>	<u>Description</u>	<u>Year</u>	<u># of Boxes</u>
AP	Accounts Payable Files	FY13	6
AR	Bank Stmts & Grant Files	FY06-FY13	1
AR	A/R & w/s invoices & deposits	FY13	4
AR	Water/Sewer Receipts	FY13	2
AR	Harbor Fuel Tickets	FY13	1
GL	General ledger Trace Reports	FY03	7
GL	Bank Statements & Grant files	FY03-05	1
GL	General ledger Trace Reports	FY04	10
GL	Grants	FY05	1
GL	Grants	FY06	1
GL	Grants	FY94-98	1
TAX	3rd Class Borough Deposits	FY88-91	1
TAX	Tax Bills & Business Personal Property	2003	1
TAX	Property Tax Bills & Assessm. Notices	2004	1
TAX	Business Personal Property	2004	1
TAX	Business Personal Property	2005	1
TAX	Property Tax Bills & Assessm. Notices	2005	1
TAX	Business Personal Property	2007	1
TAX	Tax Bills, deposits, & business personal	2007	1
TAX	Tax Bills, deposits, & business personal	2008	1
TAX	Tax bills, refunds, transaction reports	2009	1
TAX	Tax Bills & deposits	2010	1
TAX	Closed S/T Accounts	2013	2
TAX	Sales Tax Construction Refunds	1977-1996	1
TAX	Business Personal Property	1990-1996	1
TAX	Non-profit S/T Exempt & Const. Refunds	1991-2011	1
TAX	Business Registrations	1995-1999	1
TAX	Business Registrations	2001-2008	1
TAX	Business Registrations	2004-2010	1
TAX	Sales Tax Returns	2008-2010	3
TAX	Sales Tax Returns	2011-2013	3
TAX	Delinquent Sales Tax prior to 3/28/01	FY00	1
TAX	Sales Tax Returns	FY00	1
TAX	Property Tax Payments	FY01	1
TAX	Business Personal Property	FY07	1
TAX	Business Personal Property	FY09	1
TAX	Sales Tax Deposits	FY09	1
TAX	Sales Tax Deposits	FY11 & FY12	1
TAX	Sales & Prop Tax Deposits	FY13	1

Library Records Destruction December 2018:

Bank statements and check stubs 2004

Paper copies of Borough Financial reports 2010

Grant applications and reports 2004-2009

Financial information duplicated at Borough, retention schedule is 3 years after final report filed.

Managers budgets FY05-FY15 print copies

Paper copies of 2010-13 Library Board Agendas and Minutes (available electronically)

Miscellaneous Library correspondence 1993-2011