

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 confidential records by cremation using an incinerator constructed by the Public Facilities Department and the recycling of non-confidential records; 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 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 March, 2022.

Attest:


Alekka Fullerton, CMC, Borough Clerk




Douglas Olerud, Mayor