

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 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 2015 via Resolution 15-10-648, and 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 24th day of October, 2017.

Attest:


Julie Cozzi, MMC, Borough Clerk




Janice Hill, Mayor

Addendum A - attachment to Resolution 17-10-734

2017 Records Slated for Destruction per Haines Borough Records Retention Schedule

(Note: this is a general list. More detailed descriptions are on file in the Clerk's Office and may be inspected upon request. In some cases, electronic/scanned documents still exist for archival or instructional purposes.)

FY01-FY11	Accounts Payable Receipts, Voided Checks, and Travel Authorizations
FY08-FY12	Accounts Payable Files
FY04	Check Registers (Books, not boxes)
FY97-FY01	City AP Check Report (book)
FY07-FY10	A/R Deposit Reports, Copies of Payments, and Receipts
FY09-FY10	A/R Unbilled Ports Schedule
FY09-FY10	A/R Moorage Registration Applications and Invoices and Other Harbor Billing
FY11-FY12	Harbor & Fuel Tickets
2008-2009	A/R Past Due/Shut-off Working Correspondence
FY02-FY03	City Water/Sewer AR Agings
FY09-FY10	A/R Water-Sewer Adjustment Log & Shut-off Notices
FY09-FY10	A/R Water-Sewer Aging Report
FY08-FY13	A/R Water/Sewer Receipts
FY07-FY12	A/R and Water/Sewer Invoices, Deposits, Adjustments, and Reports
FY04	Bank, Cash Receipts, Reconciliation, and Investment Statements
FY04	Deposits and Work Orders
FY08	Bank and Investment Statements and Audit Work Papers
FY01-FY11	Sales Tax Returns Copies & Deposits
2009	Sales Tax Construction Refunds
2007-2009	Closed Sales Tax Accounts
FY07-FY12	Property Tax Deposits
FY04	Property Tax Adjustments
FY97-FY01	City Subsidiary Ledger & Check Register
2007-2010	Officials' Bonds (expired or superceded)
2006-2009	General Correspondence & Completed/Expired Contracts/Agreements - Financial
2008-2009	Correspondence & Completed/Expired Contracts/Agreements - Administration
2006-2013	Borough Copies of Local Alcohol Beverage Control Board Permits (Originals with State)
2007-2010	General Correspondence and Reports RMSAs
2007-2012	General and Routine Correspondence & Reports - Tourism
2005-2012	General and Routine Correspondence & Reports - Public Facilities
2006-2012	General and Routine Correspondence & Reports - Mayor/Assembly/Administration
2006-2012	General and Routine Correspondence & Reports - Police Department
2010-2011	Correspondence re. Bids/RFPs/Contracts/Change Orders for Completed Projects
2004-2010	Bids/Proposals for Completed Projects
2004-2010	Contract/Agreement Documents, inc. General Correspondence (Completed/Expired)
2012-2015	Election Materials, Absentee info, Election Prep
2010-2013	Election Registers and Tallies
2010-2012	Candidate Filing Paperwork
2015-2016	Voted Ballots and Related Materials
2010-2011	Petition Documents
2000-2007	Financial Disclosure Statements
2009-2014	Reading Files
2013-2016	Public Information Requests
2005-2010	Commercial Permits
2008-2010	Commercial Permit Approved but Never Issued (Tour Company Never Operated)
2012-2015	Hard Copy Posted Public Notices and Agendas
2008-2009	Accident Reports, Property Damage - Settled
2006-2009	Accident Reports, Personal Injury - Settled
2005-2007	Borough Insurance Certificates (replaced/expired)

Addendum A – 2017 List of Records for Destruction

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2005-2011	Planning & Zoning-Related Complaints
2005-2014	Complaints (other than Planning & Zoning-Related)
2004-2005	Expired Public Works Permits
2006-2007	Expired Utility Permits
2000-2007	Misc. Sales Tax Audit Work Papers
2006-2007	Easement Permit Requests (incomplete/withdrawn)
2004-2008	D.C. Lobbyist Proposal and Work Papers
1970-2007	Police case files. Retention Schedule provides for the destruction of all cases that are older than 10 years. These files for 2017 destruction do not include cold case files. Most case files are now in electronic form, so this destruction pertains only to paper and other physical media.