

Presented by: The Manager
Introduced: 10/20/2015
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2731

A Resolution Amending the Retention Schedule for Certain City and Borough of Juneau Records of the Community Development Department, and Repealing Resolution 2356.

WHEREAS, the orderly administration of public records is essential to the efficiency and accountability of government; and

WHEREAS, the State of Alaska requires, by AS 40.21.070, that the City and Borough promote the principles of efficient records management for its records kept in accordance with state law, and follow, as far as practical, the program established by the State for the management of state records; and

WHEREAS, AS 40.21.080 authorizes the municipal official having legal custody of public records to submit to the Assembly a list of documents considered by the official to be without legal or administrative value or historical interest, and where the Assembly may authorize the disposal of the listed records. The Assembly may also, upon request of the legal custodian of the records, give advance authorization for the periodic disposal of routine records that the governing body considers to have no legal, administrative, or historical value; and

WHEREAS, the City and Borough Clerk, being the officer charged under Charter Section 15.7 with the certification of City and Borough records, has, with the guidance of the Office of the Archivist of the State of Alaska and after consultation with the Manager, the Municipal Attorney, and the directors of the City and Borough departments, prepared amendments to the schedule for the retention of municipal records; and

WHEREAS, such amended schedule promotes the principles of efficient records management, and follows, as far as practical, the program established for the management of state records; and

WHEREAS, the Municipal Clerk has been working with staff on a comprehensive update to the CBJ Records Retention schedule, updated by Resolution 2356; and

WHEREAS, due to seasonal workload cycles and staffing schedules in the Community Development Department (CDD), it would be in the City and Borough's best interest to enact the amendments to CDD's records retention schedule in advance of the comprehensive records retention schedule update; and

WHEREAS, Resolution No. 2731 would amend CDD's record retention schedule, as shown on the attached Exhibit A, to allow for the separation of residential building files and commercial building files; and

WHEREAS, Resolution No. 2731 would further distinguish between files of significant and insignificant importance so that unnecessary and obsolete paperwork would no longer be required to follow the requirements of the permanent retention schedule, but would instead follow the "until superseded plus six years" retention schedule; and

WHEREAS, except for the amendments to CDD's retention schedule shown on the attached Exhibit A, the remainder of the CBJ Retention Schedule is being readopted, unchanged, until the comprehensive update to the CBJ Retention Schedule is complete; and

WHEREAS, Resolution No. 2356, adopted on May 15, 2006, which established the current CBJ Retention Schedule, is hereby repealed.


NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. The "Retention Schedule for the City and Borough of Juneau Records," attached as Exhibit A, is adopted, and Resolution No. 2356 is repealed.

Section 2. That the Assembly notes the retention period specified for each of the document types listed in the Retention Schedule for City and Borough of Juneau Records, and finds that upon expiration of such retention period, the document so listed shall be without legal or administrative value or historical interest, and the Clerk or other officer having custody of such record shall thereupon be authorized to destroy the same by any effective and economical method.


Section 3. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 20th day of October, 2015.



Greg Fisk, Mayor

Attest:



Laurie J. Sica, Municipal Clerk