

Presented by: The Manager
Introduced: 07/21/97
Drafted by: J.R.C.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1870

A Resolution Adopting a Retention Schedule for City and Borough of Juneau Records.

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

WHEREAS, the State of Alaska requires, pursuant to AS 41.21.070, 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 for the management of state records, and

WHEREAS, AS 41.21.080 establishes that the city and borough official having legal custody of public records that are considered by the official to be without legal or administrative value or historical interest may compile lists of these records sufficiently detailed to identify them and submit the lists to the Assembly which may authorize the disposal and the method of disposal of the records in the list that it finds to be without legal or administrative value or historical interest. The Assembly may also, upon request of the legal custodian of the records, authorize in advance 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 Attorney, and the directors of the city and borough departments prepared a schedule for the retention of municipal records, and

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

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

Section 1. That the Assembly adopts the "Retention Schedule for City and Borough of Juneau Records" attached hereto.

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 upon adoption.

Adopted this 21st day of July, 1997.



Mayor

Attest:



Clerk