



## **CITY AND BOROUGH OF SITKA**

### **Records Retention Schedule**

The SGC 1.35.040 sets the requirements of the City's Records Management Program. The goal of the Records Management Program is to manage records (documents) information from the time records are received or created throughout their processing, distribution, and use. The records will be placed in a storage and retrieval system until the final disposition of destruction or long term archival.

The purpose of the City's Records Retention Schedule is to provide a timeframe for retention of City records, to assign responsibility and ownership of each record series.

All records in this schedule apply to all media types.

#### **Definitions:**

C	Current Year	Current calendar year (for retention purposes fiscal year records are held through the end of that calendar year)
Act	Active	Open, current or operational; under contract; term of office
P	Permanent	Retain forever
Administrative Need		Department Head may determine when the record has met its usefulness; minimum 30 days

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
ADM 100	General Correspondence	Includes reading files, reports, studies, plans and copies of documents used for administrative purposes.	Act	2	3	
ADM 101	Affidavit of Publications – Misc.	Records consist of affidavit of newspaper publications.	Act	5	6	
ADM 102	Affidavit of Publications – Bonds and Elections	Records consist of affidavit of newspaper publications regarding bonds and elections	Act	P	P	
ADM 105	Special Correspondence	Records consist of correspondence authored by CBS staff.	Act	2	5	Special correspondence of Mayor, Administrator, Clerk, Department Heads, and Boards & Commissions may have <b>archival</b> value. <b>CLK 100</b>
ADM 110	Non Record	Items that do not reflect the position or business of CBS may include unsolicited received messages (spam), periodicals, superceded templates, duplicates of records retained elsewhere	n/a	n/a	n/a	May destroy immediately. AS 40.21.150 (6)
ADM 115	Transitory Information	Non-administrative records of temporary value which are not covered by any other records series; may include routine communications, preliminary drafts, outgoing messages, routing slips, etc.	30 Days	n/a	30 Days	AS 40.21.150 (6) E-mail transitory records will be presumed destroyed 30 days after creation or receipt.
ADM 120	Policies and Procedures	Records documenting Assembly-approved methods or processes for performing activities to ensure uniformity and compliance with legal requirements.	Act	10	Act + 10	All departments need to retain policies and procedures for active + 10 years.
ADM 125	Property Management	Records relating to CBS property leases.	Act	2	3	AS 09.10.053
ADM 130	Asset Management	Maintenance records, manuals, warranties.	Life of Equipment + 4 years			Each Department Head is responsible for department's materials.
ADM 135	Administrative IS Dept.	Records relating to computer system, including program/system documentation, wiring, software, licenses, disaster recovery, inventory, web page data, etc.	Until Administrative need is met.			IS 100
ADM 140	Reference	Materials used for administrative purposes.	Until Superceded			
ADM 145	Surveillance Video Tapes	Records consist of surveillance video tapes created to monitor activities occurring both within and outside of CBS public buildings.	30 days			CBS determines which images should be retained for further investigation. Tapes may play an integral part in prosecution

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RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
						or disciplinary actions.
ADM 150	Historical Files	CBS departments written histories, newspaper articles, photographs, and speeches related to a specific topic/department of historical value should be retained within that file.	Act + 1	P	P	
ADM 155A	General Fund Grant Applications	General Fund Grant applications for non-profit organizations.	3	n/a	3	
ADM 155B	General Fund Grants Awards	Spread sheet for General Fund Grant awards	5	n/a	5	

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
PROC 100	Procurement Records	Records include documents related to purchase of goods and services and may include: bid specifications, requests for proposal, vendor solicitations, price quotations, bid abstracts, purchase orders/requisitions, contracts/leases, delivery orders, etc.	Act	6	Act + 6	If a formal contract is required refer to PROC 105.
PROC 105	Contract Administration	Records consist of notification of award, original contract, and amendments or renewals, special conditions, fiscal reports, payments, progress reports, leased space, contract insurance and bonds.	Act	6	Act + 6	AS 09.10.053
PROC 110	Grants	Records document receipt of state or federal monies, applications, notification of grant award, agreement, special conditions, fiscal reports and correspondence.	Act	2	3	AS 09.10.053 Retain until audit is completed or 3 years after grant is finalized, whichever is later.
PROC 115	Grant Applications	Records consist of applications that were not approved or funded.	Retain until administrative need is met.			

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
RM 100	Insurance Policies & Endorsements	Records include insurance proposals, policies and endorsements, bonds, riders, correspondence, financial coding vouchers and billing information.	Act + 5	45	50 +	Retain 50 years after policy expires. Legal Department will review all expired policies prior to destruction to determine if additional retention is required due to pending claims or litigation.
RM 110	Risk Management Claim Files	Records may include correspondence to/from claims adjusters, private attorneys; accident reports (property damage and personal injury) summary reports, payment orders/verification, pleadings/depositions and individual claim records.	Act + 3	5	7 +	Retain 7 years after claim is settled and all legal aspects are resolved.
RM 115	Worker's Compensation Claims SEE HR 210	Records related to on-the-job accidents often used for workers' compensation claims.	Act +		40 +	Retain 40 years after case is inactive. Also referenced in FIN 175. Records are housed in HR 210

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
AS 100	Annual Assessment	Real and business personal property assessment rolls and supplement rolls.	Act	P	P	AS 29.45.160
AS 105	Assessment Notices	Business/personal and real property notices, including exemption records.	6		6	
AS 110	Assessment Appeals	Valuation appeal forms, records and accompanying information.	6		6	Clerk's office retains Board of Equalization records. CLK 175
AS 115	Assessment – Real Property	Records pertaining to assessment of real property, including exemptions and real property photos.	6	P	P	
AS 120	Assessment – Business/Personal Property	Records pertaining to assessment of business and/or personal property.	Act + 6		Act + 6	Confidential
AS 125	Assessment – Market Data	Records include property acquisition questionnaires and market sales program information.	6		6	Confidential – Appraisal cycle is 4 years.
AS 130	Assessment Reports	Annual Assessor's report, information studies, ration and sales.	10	P	P	Assessor's report is due to the State annually. Records are to be scanned and paper copy destroyed.
AS 135	Assessment Preparation	Printouts for roll preparation.	1		1	Working rolls only.
AS 140	Section Land Descriptions	A legal description and chain of title information for all land parcels in township, section and range. Includes nonconforming (illegal) splits.				Until obsolete, superceded or administrative need is met.
AS 150	Assessment – General	Assessment records not previously covered.	C	6	C + 6	
AS 155	Platting Case Files	Records consist of preliminary, short and final plats.	P	P	P	Scanned at State of Alaska Records: <a href="http://www.dnr.state.ak.us/ssd/recoff/search.cfm">www.dnr.state.ak.us/ssd/recoff/search.cfm</a>
AS 160	Cemetery Master File	Records may include diagrams, maps and indices of burial plots, record of lot sales, case/deed book, burial permits, register of interments and minutes of cemetery association/board.	1	P	P	

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
CLK 100	Minutes	Records that constitute the official accounts of the proceedings and actions of the governing body, boards, commissions and committees.	Until Scanned	P	P	
CLK 105	Assembly Meetings	Agendas, Action Agendas, Audio, video and digital recordings of meetings.	1 Paper	P Electronic	P	Paper copies kept 1 year. Electronic copies kept permanently.
CLK 110	Public Hearings & Boards, Commissions, and Committee meeting preparation	Records related to public hearings, notices of meeting, affidavit of publication, packet material, work papers, speaking signup sheets, written testimony, exhibits and audio/visual materials.	Act	10 Electronic	10	Review every 10 years for administrative purposes, then dispose. Certain files that have historical value should be retained permanently.
CLK 115	Assembly Codes, Ordinances, Resolutions & Proclamations	Records relating to charter, ordinances, resolutions and proclamations, amendments, code supplements, lists of all ordinances and resolutions.	Act	P	P	AS 29.20.380 Codes, Ordinances & Resolutions not adopted review every 10 years for administrative purposes.
CLK 120	Election – Initiative, Referendum & Recall Petition Files	Records include petition application files, sponsor/booklet accountability report, sample certification booklet, certification, correspondence.	Act	P	P	
CLK 125	Oaths of Office/Rosters	Records relating to oaths for boards, commission, committees, councils and elected officials. Master list of names, terms and dates of service.	Act	P Electronic	P	AS 29.20.600
CLK 130	Board of Ethics	May include complaints, decisions, correspondence of Board of Ethics.	Act	3	Act + 3	Files remain for term of office for individual.
CLK 135	Election – Permanent	Certificates of Election Returns, Department of Justice Preclearance Records, Canvass Board file.	5	P	P	
CLK 140	Election – Ballots	Voted and unvoted ballots, ballot stubs, absentee and questions envelopes, precinct registers, election certificates, absentee official records, petition signature booklets with original signatures.	60 Days	60 Days	1	AS 15.15.470 if election is contested. SGC 2.40.435 Information held 60 days from certification of election or 60 days from the determination of the contest of an election.
CLK 145	Election – General	Declarations of Candidacy, Public Official Financial Disclosure Statements, Election Officials’ Records.	Act	6	6	AS 29.26 AS 29.20.010 AS 15.25.030
CLK 150	Annexation Files – Passed and	Petition and supporting files. Records related to annexation includes; petitions, correspondence,	Act	P	P	If annexation fails, retain five years.

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
	Annexation Files – Failed	affidavits of publication, copy of ordinance and related public hearing backup records.				
CLK 151	Property Related Documents	Deeds, Patents, Sales, Easements, Rights-of-Way	Act	P	P	
CLK 155	Licenses & Permits	Records relating to public gatherings, events, and applications to the ABC for liquor license for business.	Act +		Act + 7	Retain denied, rejected or withdrawn license applications for 6 months. FIN 200 Business Licenses
CLK 160	Records Management – General	Records information handbook, policies and procedures, transfer, records inventory and other records forms and information not covered at this time.	Act	6	Act + 6	Retain information until administrative need superceded.
CLK 165	Public Records Request	Public Records request forms and related material produced with responses.	1	2	3	
CLK 170	Unclaimed Public Records Request	Records consist of public records requests that have not been collected.	1	1	1	
CLK 175	Records Destruction Certificates	Certificates of Records Destruction documents when CBS records have been destroyed.	P		P	Scanned and put in storage.
CLK 180	Records Retention Schedule	Retention schedule for all departments.	P	P	P	Records Retention Schedule is a Living Document.
CLK 185	Board of Equalization Packets	Appeals and accompanying information.	P	P	P	Originals may be returned to Planning Department.
CLK 190	Notice of Adoption – Legislation		1		1	
CLK 195	Incorporation Files	Documents not found elsewhere on this schedule (petitions, public hearings, etc.) Records may include information related to investigations, decisions, municipal logo and official municipal seal.	Act	P	P	AS 29.05
CLK 200	Officials’ Bonds		Act	6	6	Retain 6 years after expiration provided an audit has been certified.
CLK 205	Conflict of Interest Statements	Statements for elected/appointed municipal officers and employees.	Act		6	AS 29.20.010



RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
FIN 100	Accounts Payable	These records may include check copies, audit work files, accounts payable check log, check registers, cancelled checks, invoices and purchase orders.	2	4	6	
FIN 105	Accounts Receivable	Records relating to receipt of revenues, may include; tax and, exemption records, deposits, charges, utility adjustments, refunds and allocations.	4	2	6	Administrative need 5 years.
FIN 110	Accounting Revenue	Daily transaction reports and cash receipts.	3	3	6	
FIN 115	Banking Records	Bank transactions for revenue and payments, bank statements/reconciliation, deposit slips, uncollectible checks, transmittal of receipts, savings account data, debt service payments and revenue or collected monies of a department.	2	5	7	Retain current fiscal year plus 3 years.  Original bank statements must be retained 7 years.
FIN 120	Accounting – Grants	Grant administration records.	Act	6	Act + 6	AS 09.10.053, 49 CFR 110.90 <b>EPA grants are Active + 10</b> 40 CFR 35.4105 40 CFR 35.6705
FIN 125	Accounting – Fixed Assets	Inventories of owned assets indicating value, location, purchasing information, etc. Government Accounting Standards Board (GASB) requires municipalities to record infrastructure as part of their fixed assets.	Act	6	Act + 6	Retain Fixed Assets for the life of the asset, or until CBS authorizes disposal of grant funded assets. Some records could be <b>permanent</b> .
FIN 130	Accounting – Foreclosure	Records related to foreclosures, delinquency reports, billings, confession of judgments, promissory notes, bankruptcy, civil, small claims filings, and certified mailings.	Act	10	Act + 10	Retain 10 years after case is closed. AS 09.10.030 – 10 year statute of limitations on action to recover real property.
FIN 135	Accounting – Bonds	Records related to Bonds and Bond Registers	Act	20	Act + 20	Retain 20 years after issue called.
FIN 140	Payroll	Records related to wages, salaries, garnishments, adjustments, court orders, deductions and benefits. Records includes: leave slips, detail reports, mini batches, W-2, W-4 and 1099 forms.	2	4	6	26 CFR 31.5001-1, 8 AAC 85.020
FIN 145	Payroll - Timesheets	Records relate to reporting of hours worked including increases.	Act	10 Laserfiche	10	AS 23.05.080 Employers Records; AS 23.10.100 Employer To Keep Records; 2 AAC 08.030 Accounting
FIN 150	Payroll Benefits	Records related to City's insurance, pension,	2	4	6	AS 39.35

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RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
		disability, medical, vesting, deferred compensation.				See HR
FIN 155	Payroll Reports	PERS Reports	2	P	P	HR
FIN 160	Insurance Policies	Insurance policies, binders, including risk property/casualty, etc.	Act + 3	Indefinite		AS 21.66.170 29 CFR 1910.1020 Legal Department will review all policies prior to destruction to determine if additional retention is required due to pending claims or litigation.
FIN 165	Insurance Claims	Incident reports and records relating to accidents on City property.	Act + 3	4 Years	Act + 7	Review all claims to make sure all legal matters have been resolved.
FIN 170	Risk Management	Records related to customer service or complaints; may include audio or video recordings, correspondence, notes, logs.	3	n/a	3	
FIN 175	Medical	Worker's Compensation, On-the-job accidents, reports, lost time, disabilities, etc.	3	37	40	AS 40.25.120; 29 CFR 1910.1001; See HR 210 Also referenced in RM 115. Records are housed in HR 210
FIN 180	Permanent Records	Final approved budgets, certified annual financial reports, annual Municipal Financial Reports, original Journals and Ledgers. Budget instructions, submissions, backup documentation, cost allocations, annual estimates of revenue and amendments.	P	P	P	Includes books of original entry – retain <b>permanently</b> .  Retain work papers for budgets 3 years.
FIN 185	Travel	Records include travel requests, travel advances, per diem and transportation fees.	1	2	3	Per diem request attached to A/P FIN 100
FIN 190	Accounting – General	Records may include work papers, spreadsheets, summaries, receipts and other data regarding accounts payable/receivable, grant/contract administration, assessment of fines, payment of license fees and other accounting records not previously covered.	3	3	6	
FIN 195	Savings Bond & 401K		5	45	50	
FIN 200	Business Licenses	Records consist of application and correspondence related to the issuance of a business license.	Act	6	Act + 7	AS 43.70
FIN 205	Sales Tax Audits	Records include sales tax and/or bed tax, daily transactions, reconciliations, deposit summaries,	Act + 3		Act + 3	Do not close active files until resolution and merchant closes

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RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
		wholesale/retail, government supported non-profits, audits, quarterly returns, collection files, promissory notes, confession of judgments, civil and small claims court filings, etc.				business.  Review files to ensure that there is no litigation action pending.
FIN 210	Current Sales Tax Account Files		Act + 3		Act + 3	
FIN 215	Closed Sales Tax Account Files		Act + 3		Act + 3	
FIN 220	Sales Tax Appeals	Informal/Formal	P	P	P	
FIN 225	Sales Tax Policies and Procedures		Until Superseded			
FIN 230	Bad Debts/Collections	Records related to the monitoring, collecting and writing off of bad debts. Includes authorizations, supporting details of uncollectible accounts.	Act + 6		Act + 6	
FIN 235	Work Orders	Utility Billing WO	3	3	6	
FIN 250	Property Tax	Records consist of copies of property tax bills.	3	3	6	
FIN 252	Tax Collection Payments	Record of money received for taxes, journal vouchers, refunds, write offs and adjustments.	3	3	6	
FIN 255	LID's	Local Improvement Districts including posting, certificates of mailing, notices of assessment, bid quotes, reports, awards, expense reports, purchase orders, cost analysis, construction and maintenance bonds, insurance, misc. administration.	P	P	P	Moved from PW
FIN 300	General	Reading files, general correspondence	Act	2	3	

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
FD 100	Violation/Complaint	Records of violations and complaints relating to Fire Safety Code, including follow-up data.	Act	3	3 +	Retain records 3 years after resolution.
FD 105	Fire & EMS Response	Incoming call records, complaint information, dispatcher information and response vehicle information.	1	2	3	If ambulance call retain with runsheet. FD-150
FD 110	Fire & EMS Rescue Response Alarm Tapes	Detailed report from individual alarm boxes.	Retain until superceded, obsolete, or Administrative need is met			
FD 115	Fire/EMS/Dive Training	Records consist of correspondence, course descriptions, training dates and exam results.	Act	6	6 +	Retain 6 years after employee terminates employment or volunteer no longer is active.
FD 120	Fire Prevention Programs	Fire education materials including brochures, films, DVD's, CD's, etc.	Retain until superceded, obsolete, or Administrative need is met			
FD 125	Equipment Inspection Reports	Records of inspection for vehicles, mechanical systems, hoses, hydrants, ladders, mask service information; model, serial number, purchase date, type cubic feet of tank and service record	3 Years or until replaced			
FD 130	Apparatus Accident File	Record of accidents involving municipal fire/rescue vehicles. May include police reports, witness statements, memoranda, diagrams, photographs and other related documentation.	3		3 +	Retain 3 + years if involved in litigation. Review prior to destruction.
FD 135	Hazardous Materials – Hazardous Substances – Right To Know Records	Detailed records; product/chemical identification listing supplied annually by individual employers that hold, use, or sell products considered hazardous by the USDOL, DOSH.	3		7 +	Retain annual updates 3 years. Keep other records as long as the employer does business in the municipality, + 7.  USDOL: United States Department of Labor DOSH: Department of Occupational Safety & Health
FD 140	Hazardous Material Incident Files	Records of hazardous material incidents. May include reports, copies of fire/rescue reports, narratives, memoranda.	P		P	
FD 145	Contingency & Emergency Services Plan		P		P	Permanent or until superceded.
FD 150	Ambulance Reports	Retain for seven years or three years past patient's 18 <sup>th</sup> birthday whichever is longer	7		7 +	7 AAC 43.030 7 AAC 26.245

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
FD 155	HIPAA Logs	Records requests and logs.	6		6 +	Retain 6 years after resolution of case. 45 CFR 164.105
FD 165	General	Fire records not previously covered	Act	6	Act + 6	

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
HAR 100	Correspondence	Records are individual files that include collection, derelict boats, dead storage, etc.	Act + 1	2	3	
HAR 105	Daily Activity Log	Records consist of complaints, emergency responses, warnings, citations, and any other information relating to individuals within CBS harbors.	Act + 1	2	3	Review records before destroying to ensure that there are no litigation matters pending.
HAR 110	Daily Maintenance Log	Records are maintained by Harbor Maintenance Supervisor and contain information regarding to building and repairs of CBS harbors.	Act + 1	2	3	Review records before destroying to ensure that there are no litigation matters pending.
HAR 115	Stall Assignment & Wait List	Record of all persons/boats that have signed up for a moorage stall and where they are on the list.	Act + 1	P	P	Record is in a Word document at the Harbor office.
HAR 120	Moorage Records	Records include tenant wait list, individual moorage records, etc.	Act + 1	2	3	Records are kept in Marina Computer. A backup of these records are done on a daily basis at IS Department.
HAR 125	Harbor Financial Records	Records include monthly billing statements and/or reports for moorage and utility accounts. Records that are delinquent are sent to the Finance Department for collection.	Act	6	7	FIN 230
HAR 130	General	Records not covered previously.	Act + 1	2	3	

Note: Sensitive security information to be destroyed by appropriate TSA and/or United States Coast Guard personnel.  
49 CFR 1520.

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
HR 100	Individual Personnel Files HRM-1	Official employment history including applications; resume; personnel actions regarding hire, termination, and promotion; performance appraisals; results from employment tests; insurance and benefits backup; family and medical leave act documentation; letters of commendation/reprimand; training certificates/history; driving records; drug/alcohol tests.	Act		10 +	Retain 10 years after employee is no longer employed by the Department. If no Service Record Card is administered, keep 50 years. Department copy may be disposed one year after employee terminates. Certain information is confidential
HR 105	Service Record Card/Employment History HRM-2	Work history synopsis including dates of hire/release, positions held, salary and performance data	Act		50	
HR 110	Recruitment, Selection & Appointment Records HRM-3	Consists of job applications, transcripts, recruitment notices, examinations, test answer sheets, score sheets, results, affidavits of publication and correspondence	Act		4	Retain records 4 years after appointment. Certain information is confidential.
HR 115	Job Applications (Unsolicited) HRM-4		Act		1	Retain 1 year after receipt. Certain information is confidential
HR 120	Master Examination Files HRM-5	Samples of each test or examination used in the selection and rating process of prospective employees, including answer keys	Retain until obsolete, superceded or administrative/management need is met.			
HR 125	Organization Charts HRM-6		Retain until obsolete, superceded or administrative need is met.			
HR 130	Salary Schedules HRM-7		Retain until obsolete, superceded or administrative/management need is met.			
HR 135	Job Descriptions HRM-8	Description of specific duties for each position	Retain until obsolete, superceded or administrative/management need is met.			
HR 140	Job Class Specifications HRM-9	Minimum qualifications (knowledge, skills and abilities) required for each job classification or position. May list necessary education/certificates, examples of duties, salary, category of position and distinguishing characteristics.	Retain until obsolete, superceded or administrative/management need is met.			
HR 145	Classification/Reclassification Action Case Files HR-10	Department action regarding specific positions/classifications.	Retain until obsolete, superceded or administrative/management need is met.			

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RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
HR 150	Grievance Case Files HRM-11	Document grievances filed by employees against Departments. Consists of grievance forms, investigative notes, reports, correspondence and related backup.	Act	10	Act + 10	Retain 10 years after bargaining unit contract is terminated. Certain information is confidential. Relates to "For Cause" employees rather than "At Will" employees.
HR 155	Collective Bargaining Negotiation Files HRM-12	Fileset consists of letters of understanding, tentatively approved articles, proposals and counter proposals. Fileset provides an historical overview of collective bargaining.	Act	P	P	Permanent. Relates to "For Cause" employees rather than "At Will" employees.
HR 160	Contract Interpretation & Arbitration Decisions HRM-13	Includes exhibits, briefs and arbitrations relating to contract interpretation.	Act	P	P	Permanent. Relates to "For Cause" employees rather than "At Will" employees.
HR 165	Unfair Labor Practices Case Files HRM-14	Consists of the complaint, correspondence, notice of hearing, hearing transcripts and exhibits, witness lists, audio and/or video tapes, and a copy of the final decision and order. Also includes case dismissed, withdrawn or settled.	Act		10	Review prior to destruction for cases that may have historical significance.
HR 170	Training Course Files HRM-15	Consists of nominations, schedules with course information, course evaluations from participants, correspondence and rosters.	Act	3	3	
HR 175	Training Course Development Files HRM-16	Records consist of course materials, audio/visual products, training aides, research materials, correspondence, and other media related to the development and/or presentation of training presentations.	Retain until obsolete, superceded or administrative need is met.			
HR 180	EEO Administration Records HRM-17	Includes quarterly utilization, compliance and annual reports; affirmative action plans; complaint case files; Departmental actions, and employment statistics	Act	10	10	Certain information is confidential per AS 18.80.115
HR 185	EEO Complaint Case Files HRM-18	Consists of records regarding discrimination charges, including documentation of the party making the charge and other employees/applicants in the same or similar positions; and, Departmental actions. Discrimination charges may be on the basis of race, color, religion, national origin, gender, etc.	Act + 1	5	6	Retain 6 years after complaint is resolved. Retention complies with Title VII of the Civil Rights Act of 1964. Certain information is confidential per AS 18.80.115



RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
HR 190	Employee Medical Records HRM-19	Consists of on-the-job accident or illness/medical reports, lost time documentation, records used to monitor exposure, correspondence, etc. Includes employees exposed to blood-borne pathogens, formaldehyde, asbestos, mercury, or other hazardous substances.	Act + 1	28	30	Retain records for 30 years. Retain records for 1 year after employee terminates.  AS 40.25.120 29 CFR 1910.1001
HR 195	Hazard Communication; Material Safety Data Sheets HRM-20	Lists of hazardous chemicals present in the workplace and copies of material safety data sheets received with incoming shipments of chemicals and posted in the workplace.	Act + 1	28	30	Record copy retained by receiving Department of CBS. 20 CFR 1910.1200; 1410.450 Departments responsible individually
HR 200	Immigration Reform & Control Act (1986) I-9 FORMS HRM-21	Employment Eligibility Verification forms retained by the Employer. All employees, citizens and noncitizens hired after November 6, 1986 complete Section 1; Employers complete Section 2.	Act + 1		3	Retain 3 years from date of hire or 1 year after termination, whichever is later.
HR 205	Alaska Human Rights Act Records HRM-22	Records of the age, race, and sex of all applicants for employment and all employees.	Act		2	AS 18.80
HR 210	Worker's Compensation Claims RM-3	May include death, permanent total disability, time loss and no time loss cases. Documents include reports of injury/illness, medical reports, correspondence, legal filings, copies of Board decisions/order, compromise and release agreement, vocational rehabilitation reports/decisions, and Second Injury Fund reimbursements.	Act		+ 40	Retain records 40 years after case is inactive.  Also noted under RM-3 and FIN 175 but housed in HR

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
IS 100	Computer Systems	Records may include program/system documentation, wiring records (specifications/drawings of building, cables or computer hardware connections) application software licenses/agreements, data systems and file specifications, security information (access requests/authorizations/log, passwords), disaster recovery procedures, user guides, usage/inventory reports, backup procedures; and, Web page data, statistics and other development materials utilized in the creation/maintenance of CBS Internet site.	Act	<ul style="list-style-type: none"> <li>• Backup tapes are stored offsite for security.</li> <li>•Tapes are rotated according to established IS procedure.</li> <li>•System related data is retained until the system is obsolete or replaced.</li> </ul>		Retain records file until obsolete, superceded or administrative need is met.
IS 105	E-Mail and Attachments, Metadata, Voicemails converted to E-Mail, Text Messages, Telephone Messages converted to written records, Embedded Data and Metadata	E-Mail that is created or received on an electronic mail system is subject to individual department records retention schedules and must be retained for the same period of time as the record series that most closely matches the subject matter contained with the e-mail and attachments. Record e-mails retention of longer than one year should be printed out and placed in the appropriate hard copy file, unless the department contacts the records manager for further guidance.	Retain according to the guidelines set in individual department retention schedule.			AS 40.21.150 (6)
IS 110	Non-Record E-Mail	E-mail and e-mail attachments that are not a “record” may be destroyed immediately. “Non-record” e-mail includes transitory e-mail which is primarily generated for informal communication of information that does not perpetuate or formalize knowledge.				AS 40.21.150 (6) ADM 110
IS 115	Service Requests	Records that are requests from CBS departments. Requestor, type of service requested and IS action.	Act + 1	2	3	
IS 120	General	General correspondence and routine business of IS department.	1	2	3	

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
LEG 100	Municipal Attorney Opinions	Records of official and information positions regarding legal issues affecting CBS.	P	P	P	
LEG 105	Legislation Matters	Records relating to local legislation in which CBS has an interest or has been involved.	Act	3	Act + 3	Review records for archival/administrative value before destruction.
LEG 110	Legal Claims - Civil	Records related to threatened or asserted litigations or CBS investigation. Includes pleadings, discovery attorney/work-products, legal opinions, transcripts, exhibits, photographs, final judgments and other media.	Act	3 to 10	Act + 3	Concurrence of Municipal Attorney before destroying. Statute of limitations based
LEG 115	Litigation (Criminal/Violation)	Actions by CBS or against CBS, includes records related to final judgments, settlements, court orders, and other documents specifying terms, conditions, and decision related to litigation.	Act	7	Act + 3	Active until final settlement or final appeal. Concurrence of Municipal Attorney before destroying.
LEG 116	Litigation (other than Criminal/Violation)	Actions by CBS or against CBS, includes records related to final judgments, settlements, court orders, and other documents specifying terms, conditions, and decision related to litigation.	Act	7	Act + 3	Active until final settlement or final appeal. Concurrence of Municipal Attorney before destroying.
LEG 120	Agreements	Records related to obligations under contracts, leases and other agreements between CBS and outside parties.	Act	4	Act + 4	AS 09.10.053
LEG 125	Investigative Matters Civil	Records related to investigations that are not prosecuted, including attorney work-products, analyses, evidence, final reports, research notes, correspondence, photographs and other media.	Act	3	Act + 3	Records are retained 2 years after investigation concludes.
LEG 130	Code Violations	Code enforcement citations and related records.	Act	3	Act + 3	

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
LIB 100	Accession Cards	Records documenting library accessions and may include date purchased, amount, publisher, classification code, detailed descriptions, etc.	Retain until obsolete, superceded or administrative need is met.			
LIB 105	Circulation Records	Records may include privileged patron information, circulation cards, overdue notices, etc.	Retain until obsolete, superceded or administrative need is met.			AS 40.25.140
LIB 110	Shelf Lists, Inventories & Information Systems	Records documenting repository materials.	Retain until obsolete, superceded or administrative need is met.			Backup disaster recovery tapes are stored offsite for security. Tapes are rotated according to established repository procedures.
LIB 115	Accreditation Files	Records documenting library accreditation.	P	P	P	

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
P & R 100	Horticultural Activity/Projects	Records include landscaping work, tree work, activity and projects in conjunction with Sitka Trail Works., etc.	Act	2	3	
P & R 105	Activity Records	Schedules, team rosters, and tournament records	Act	2	3	
P & R 110	Injury and Accident Reports		Act	6	7	
P & R 115	Facility Rental Forms	Records include cabin rental fees	Act	2	3	
P & R 120	Contracts and/or Agreements	Records include contracts/agreements with other groups and/or businesses in CBS.	Act	6	7	Review to ensure that contract period has expired and no litigation matters are pending.
P & R 125	General	Records not previously covered.	Act	2	3	

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
PLN 100	Planning Commission Files • (Approved & Waivered Proposals)  • (Denied & Withdrawn Proposals)	Records consist of the official minutes of the Planning Commission and resolutions. Records may consist of applications, permits, site plans, plot plans, legal communications, commission actions, public notices, right-of-ways, acknowledgment of conditions, staff reports and records of surrounding properties,	Act	P	P	
PLN 105	Planning & Zoning Enforcement	Records relating to complaints and action taken regarding the enforcement of planning and zoning regulations.	2	4	6	Retain records copy 6 years after resolution of case.
PLN 110	Conditional Use Permits	Records include maps, files, applications, and reports.	Life of Permit			May be scanned and stored at Records Center.
PLN 115	Variance Files	Records include applications, site plans, letters, utilities and water and sewer.	Act	P	P	
PLN 120	Coastal Management	Records consist of research, plans, projects, permits relating to coastal management plans and reviews.	Act	6	6 +	
PLN 125	Flood Control	Records include erosion control studies, flood plain data, correspondence, maps and drawings documenting flood/erosion areas and specific problem parcels.	Retain until superceded, obsolete, or administrative need is met.			
PLN 130	Land Management	Records of land, leases, buildings, schools, timber sales, and resource sales subject to governing body approval.	Act	10	Act + 10	
PLN 135	Road Names	Records include information regarding road names, road name changes, and copies of affidavit of publications.	P	P	P	
PLN 140	Road Projects	Records consist of road project files.	Act	6	Act + 6	
PLN 145	Appeals	Records consist of the application of appeal and correspondence related to the appeal, affidavits of mailings, may include an attorney opinion, name of hearing officer, and findings of fact issued by the hearing officer.	Act	P	P	
PLN 150	Planning Meeting Preparation	Records consist of agendas, action agendas, audio recordings, etc.	1	4	5	
PLN 151	Audio	Planning Commission audio files/tapes	P	P	P	

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RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
PLN 155	Capital Improvement Requests	Records consist of capital improvements to public facilities, transportation systems and school district.	Act	5	6 +	AS 29.35.100 Retain 6 years after project completed.
PLN 160	General	Records include general correspondence and routine business	Act	5	5	
PLN 165	Long Range Planning Commission Minutes	Records consisting of the official minutes of the Long Range Planning Commission	Act	P	P	
PLN 170	Long Range Planning Commission Meeting	Agendas, action agendas, audio, video and digital recording of meetings	Act	3	5	
PLN 175	Historic Preservation Commission Minutes	Records consisting of the official minutes of the Historic Preservation Commission	Act	P	P	
PLN 180	Historic Preservation Commission Meeting	Agendas, action agendas, audio, video and digital recording of meetings	Act	3	5	

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
PD 100	Complaint Cards	Record of complaints to police/public safety officer. Record includes data relating to reporting party, location and nature of incident, time and dispatch information and disposition.	2		2	Copies of record may be administered in another files.
PD 105	Police Reports (Major & Minor)	Records complaint, report and follow-up for the following: felonies (which may include property records; arrest, court, proceeding, disposition and consent to search documents, witness/Miranda rights statements), motor vehicle accidents with injuries, missing person (unsolved), misdemeanors, abandoned vehicles/structures, breathalyzer use, domestic violence, accidental/unexplained death, escapes.	1		1	
PD 110	Field Interrogation Cards	Records contain name and identifying data regarding persons questioned in the field, location, comments and disposition. May include vehicle, NCIC checks and information used for analytical purposes.	5		5	NCIC: National Crime Information Center
PD 115	Investigation Case Files	Detectives' working papers of cases under investigation. Records contain polygraph, surveillance and crime lab reports; latent fingerprints; photographs and other media; and, copies from Police Reports.	P		P	
PD 120	Arrest Records	Cumulative information for each adult arrested including booking documentation (name, arrest booking/AST number, address, date of birth, sex, occupation, physical description, offense, complaint report and disposition of case), finger print cards, photographs (mug shots), processing reports, copies from Police Report files, investigation reports, witness statements, signed Miranda rights, evidence examination requests, property record, rap sheets, court, process and disposition documents.	10		10	Retain until person is deceased or 10 years, whichever occurs first.
PD 125	Outstanding Warrants	A list of outstanding arrest warrants. Records may include name, date of birth, address, offense code, case number, warrant date, status, charging section.	Retain until obsolete, superceded or administrative need is met.			



RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
PD 130	Use of Force Investigations	Investigations on the application of physical or deadly force. Records may include copies from complaint report file, inquiry and findings.	7		7	AS 09.10.070 A tort or civil rights claim against State or CBS for use of force must be filed within 2 years. Final report in Human Resources Record.
PD 135	Internal Affairs Investigations	Investigations of complaints of alleged officer misconduct. Records may include reports, correspondence, statements, investigation documentation, findings and disposition.	7		7	AS 09.10.070 A tort or devil rights claim against CBS or State for use of force must be filed within two years. Final report in Human Resources Records.
PD 140	Confidential Informant Records	Records may include number assigned to informant, informant and case officer names, reference to origins of the contact, reports of information supplied by informant, and expenditure/payment records.	7		7 +	Retain records 7 years after informant is no longer active.
PD 145	Logs/Indices, Miscellaneous	Records may include the following type of logs/indices: radio/dispatch, tape control, patrol, officer/cruiser, detective, arrest booking, mug shot, missing person, Grand Jury, NCIC inquiry, evidence, juvenile arrest, administrative (documenting time in court, educational activities, assisting another officer) overtime, weather, staffing/daily roster, daily assignment, unit, property recovery, radar, weapon, animal report, accident and towed vehicle.	5		5	Retain dispatch audiotapes for 30 days; then reuse.
PD 150	Property Records	Individual record of property/evidence taken into custody. May include date, names, addresses, signatures, description, serial numbers, condition, location/bin, complaint report number, comments and disposition.	3		3 +	Retain 3 years after property is disposed.
PD 155	Stolen Property Lists	Records that are received and internally produced lists and printouts of lost, stolen, found, pledged or pawned property.	Retain until obsolete, superceded or administrative need is met.			
PD 160	Criminal Background Checks	Criminal background checks done as a consequence of requests from employers or local government requirements. Records may include polygraph tests, FBI checks, interviewer notes, etc.	1		1	

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
PD 165	Sex Offenders	Records relative to sex offenders that may include name, address, photograph, place of employment, date of birth, crime for which convicted, date of conviction, and court of conviction.	Retain until obsolete, superceded or administrative need is met.			AS 18.65.087 AS 12.63.010 <a href="http://www.dps.state.ak.us/nSorcr/asp/">www.dps.state.ak.us/nSorcr/asp/</a>
PD 170	Juvenile Arrest Files	Cumulative information file on each juvenile arrested. May include processing report, cover and face sheet, copies from complaint report files, investigation reports, property records, witness statements, signed Miranda rights, Family Court petitions, court process and disposition documents.	6		6 +	Records must be kept separate from adult arrest records. Retain records 6 years after child reaches age of majority.
PD 175	Juvenile Prosecution Cases	Case files prepared for purposes of prosecution. Includes copies from arrest files.	6		6 +	Records retained 6 years after child reaches age of majority.
PD 180	Abused/Neglected Child Notification	Records consist of reports from DFYS or the ACS of suspected cases of child abuse, endangerment or neglect. Records may also include cover letter, investigative worker's observations/recommendations, and investigation summary.	3		3	ACS: Alaska Court System DFYS: Division of Family and Youth Services
PD 185	Holding Facility Records	Records consist of prisoner's personal property and inspection records (relating to inspection of security, health and safety systems such as fire detection/suppression, sanitation, security and first aid.)	3		3 +	Retain 3 years plus 1 year after audit is completed.
PD 190	Traffic (Citations) Records	Records include summons books (regarding operation, control or maintenance of motor vehicle violations), citations and tickets (also parking), notices for court appearances, etc.	1		1	
PD 195	Parking Citations		Act		+ 1	
PD 200	Radar Reports	Records may include certification of calibration, routine radar check reports, and certification of accuracy for tuning forks.	2		2 +	Retain records for 2 years after equipment is disposed.
PD 210	Uniform Crime Report (UCR)	Records consist of monthly account of offenses and stolen/recovered property values sent to the Alaska State Troopers.	5		5	
PD 215	Crime Statistics	Records consist of statistical compilations of crimes committed within the local jurisdiction	P		P	

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RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
PD 220	Animal Control Files	Records may consist of the following: licenses, animal complaints, notifications, citations, description of animal, notification to owner, certification of ownership, owner claims, release of animal data, dog bite reports and statistical reports, spray/neuter, euthanasia, vaccination, patrol, and abuse/cruelty information.	3		3	Review files before destroying to ensure that no animal records are needed for pending litigation.
PD 225	Accreditation	Records include standards, goals and objectives, status and progress reports, and other documentation relating to accreditation and review for maintaining accreditation.	Retain records until obsolete, superceded or administrative/management need is met.			
PD 230	For Hire and Tourism Permits					

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
EBW 100	Plans, Maps & Drawings	Records consist of plans, drawings, maps and asbuilts of municipal buildings, streets, survey/plat, lot plans, tax assessment, layout/grade, sanitary sewers, zoning, easements, landfills, subdivisions, traffic control lights, water and fire lanes, fire safety, inspection reports, foundation, framing, electrical and plumbing.	Act	P	P	Reference copies may be disposed after all administrative need is met.
EBW 105	Engineering Field & Bench Mark Books	Records consist of engineering field measurements, sketches, and diagrams including, but not limited to, elevations, distance, benchmarks, ridges, easements, drainage, ponding, and core test holes.	Act	P	P	Reference copies may be disposed after all administrative need is met.
EBW 110	Construction Projects	Records consist of specifications, contracts, plans, bids, evaluations, performance bonds and correspondence documenting solicitation, selection, award/administration of contracts and professional service agreements. May include field reports, job accounting information, contract modifications, data relative to utilities and project closeout information.	Act	6	6 +	Records are to be retained 6 years after project is completed. Review files before destruction to ensure no litigation is pending.
EBW 115	Permit Register and Application Files	Records consist of all permits issued by Engineering, Buildings, and Public Works. Records files may also consist of applications, maps, sit plans/plats, specifications, drawings, engineer/architect's certification, asbuilts, inspection reports and accounting data.	Act	P	P	
EBW 120	Right-of-Way & Easement Files – Originals	Records consist of grant of easements for legal permission to conduct work on private property, including, but not limited to, laying, constructing, maintaining, operating, repairing and servicing water and sewerage pipes, mains, drains, signs and utilities. Also vacations (including section line and deeds of vacation), descriptions of easement areas, diagrams, plans, agreements, memoranda, correspondence and property disposition.	Act	P	p	Duplicates may be disposed after all administrative value is met.

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
EBW 125	Bridge Files	Records consist of cumulative history file for bridges, memoranda, correspondence, newspaper clippings, reports, plans/specifications, materials lists, excavation permits, bridge deficiency/inspection reports and work orders.	Act	P	P	
EBW 130	Work and Repairs	Records consist of complaints, work or repairs initiated by citizens or CBS staff. Data may include name and number of requestor, location and type of work to be performed, dates and time of receipt/response.	Act	2	Act + 5	Equipment timesheets. Finance Dept. receives originals.
EBW 135	Maintenance Work Orders	Records consist of record of work performed and completed related to electrical, sewer, gas, street or water systems. Data may include date, time, order number, location, description of work, authorization, names of staff performing work, itemized labor, equipment and material information.	Act	2	3	
EBW 140	Facility Maintenance	Records includes all documents, files and data relating to operation of facility, including permits, utilities correspondence, bids, reports, proposals, accounting, problems and enabling legislation.	Retain for life of facility or until administrative need is met.			
EBW 145	Fuel Summaries & Receipts	Records consist of daily, weekly or monthly fuel dispensed.	Act	1	2	Review to ensure that finance audit has been completed.
EBW 150	Landfills	Records may include certificates of insurance, ground water samples/analysis, EPA screening site inspection, preliminary assessments, field test reports, methane gas analyses/results, engineering, operating, contingency, sedimentation and erosion control plans, hydrogeological reports, monitoring logs, CERCLIS documentation, site access agreements, and closure/post closure records.	P	P	P	CERCLIS: Comprehensive Environmental Response, Compensation and Liability Act  EPA: Environmental Protection Agency  23 AAC 60.380 (a) (2)

RECORD SERIES	TITLE	DESCRIPTION	RETENTION			COMMENTS
			Office	Records Center	Total	
EBW 155	Storage Tanks	Records would consist of registration and State certification of underground storage tanks.	Act	6	6 +	Retain current registration and certification data for 6 years. Maintenance and repair history for the life of the tank plus 6 years. If records may be subject to potential litigation, retain permanently.  AS 46.03.360-450, 18 AAC 75, 18 AAC 78 & 40 CFR 280
EBW 160	Geologic Data	Records relating to slides, avalanches, borings/drainage, and other subsurface conditions and piling records.	Act	P	P	
EBW 165	Water System Monitoring	Graphs monitoring water distribution system including flow rates, pressure and elevation. Records document water readings at individual pumping/meter stations including date, time, reading, number of gallons per minute, reader's name and comments.	Act		5	
EBW 170	Water System Repairs	Records of work performed and completed on individual water meters, connections and mains.	Act		3	
EBW 175	Water Testing	Records pertaining to Water and Wastewater testing, Chain of Custody, Fecal coliform, Hydrolab calibration, Lab bench sheets, and toxicity reports.	3	9	12	18 AAC 70, 72, 80 40 CFR 141.155
EBW 180	Hazardous Materials	Records related to the training and handling of hazardous materials, may include: Material Safety Data Sheets, Inventory forms, Inspection reports.	Act	P	P	NIOSH, DOSH, 20 CFR 1910.1200 20 CFR 1410.450 29 CFR 1910.1020 29 CFR 1904.2-6 40 CFR 30.53
EBW 185	Federal Regulatory Energy Commission	Records consist of FERC licensing requirements.	Act	P	P	
EBW 190	Consultant Reports		Act	P	P	
EBW 195	Regulatory Compliance Files	Records documenting compliance with state/federal requirements such as coastal resources management and freshwater wetlands.	Act		+ 3	Dispose 3 years after project is completed.