



**STATE OF ALASKA
LOCAL GOVERNMENT
GENERAL RECORDS RETENTION
SCHEDULE**

Schedule Number 300



SEPTEMBER 2001

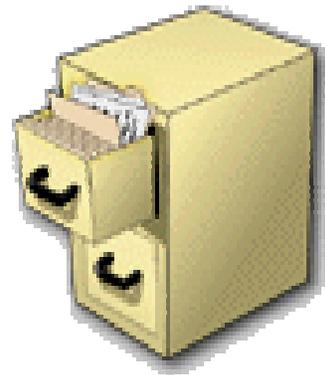
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PREFACE

Local Government General Records Retention Schedule #300 was drafted in response to many requests from Alaskan local government staff for a revision to the *General Schedule* published by the Alaska State Archives in 1987. Fortunately, the Alaska Association of Municipal Clerks were interested in this project and its Publication Committee provided valuable input regarding the creation and finalization of this records retention schedule.

A hearty thanks goes out to the following people who reviewed and commented on drafts of the *General Schedule*: Joell Church, Records Officer, Matanuska-Susitna Borough; Midge Clouse, Local Government Specialist, State of Alaska; Katherine Suiter, City Clerk, Ketchikan; Marjorie D. Harris, City Clerk, Skagway; Mary L. Calhoun, City Clerk, Homer; Colleen Pellett, Municipal Clerk, Sitka; Dean Guaneli, Chief Assistant Attorney General—Legal Services Section; and, Larry Hibpshman and Judy Skagerburg, archivists at the Alaska State Archives.

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INTRODUCTION

AS 40.21: MANAGEMENT & PRESERVATION OF PUBLIC RECORDS.

AS 40.21 requires the orderly management of current local public records and preservation of noncurrent public records that have permanent historical value. AS 40.21.070 says “the governing body of each political subdivision of the state shall promote the principles of efficient records management for local public records...” Moreover, per AS 29.20.380(4) the municipal clerks shall “manage municipal records and develop retention schedules and procedures for inventory, storage and destruction of records.” *Local Government General Records Retention Schedule #300* is a tool municipal clerks and other officials (AS 40.21.080) may utilize to assist in determining how long to retain records created or received in the conduct of their respective responsibilities.

PURPOSE OF THE GENERAL RETENTION SCHEDULE.

The purpose of *General Records Schedule #300* is to list and describe common filesets that Alaskan local governments (including cities/boroughs, villages, districts, authorities, other political subdivisions) administer and recommend minimum retention periods. The *General Schedule* is meant to be a guide only--each governing body should inventory its records and develop its own fully approved Records & Information Management Program that addresses each locality’s unique requirements. As a result of such a program, unneeded documents may be discarded and less active records may be transferred to cheaper offsite storage, freeing up prime office space.

WHAT IS THE GOAL OF A RECORDS MANAGEMENT PROGRAM?

The goal of a Records & Information Management program is to retrieve the right information at the right time. An effective program ensures that local government staff has the recorded information necessary to perform its statutory and regulatory functions, avoid waste and preserve the documentary heritage of the community.

WHAT IS A RECORD?

A record is any media that captures, preserves or disseminates information; or, documents that are created or received during the course of an organization’s official business and preserved or appropriate for preservation by an agency or a political subdivision as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the state or political subdivision or because of the informational value in them [refer to AS 40.21.150(5 & 6).]

WHAT TYPES OF MEDIA ARE INCLUDED?

Records herein referenced may be contained on a variety of media, including, but not limited to: paper, microfilm, analog cassette/video tapes, maps, drawings, photographs, magnetic tapes/disks, digitized video files, and optical disks. Additionally, information sets (e.g., email, datasets, metadata) stored in document management systems may have record status and require retention to meet administrative, legal or financial needs. Regardless of media utilized, the “Record Copy” must be maintained by the local governing body long enough to meet these considerations.

WHAT ARE THE FOUR VALUES OF RECORDS THAT IMPACT RETENTION?

Administrative/Operational. These records are needed for current operations of the agency.

Financial. Financial records document fiscal transactions needed for tax and audit purposes.

Legal. Records with legal value document the rights of citizens or employees or pertain to contractual obligations.

Historical. Records have historical value if they document policies, procedures or historical activities.

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RECORDS RETENTION SCHEDULE #300
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**LOCAL GOVERNMENT
RECORDS RETENTION SCHEDULE #300
FILESETS**

GO-1	<p>GENERAL CORRESPONDENCE ROUTINE NATURE</p> <p>SPECIAL CORRESPONDENCE</p> <p>General & Special Correspondence authored by staff in any Department.</p>	<p>Retain Routine Correspondence 3 years. Retain Special Correspondence 5 years.</p> <p>*Special Correspondence of Mayor, General Manager, Clerk, Department Heads, and Boards & Commissions may have archival value.</p>
GO-2	<p>READING FILES</p> <p>Copies of outgoing letters and memoranda.</p>	<p>Retain 1 year unless needed longer for administrative purposes.</p> <p>*Reading Files of the Mayor, Manager, Department Heads or Clerk may have archival value.</p>
GO-3	<p>POLICIES & PROCEDURES [MAJOR & MINOR]</p> <p>Major & Minor Policies & Procedures (including rules and regulations) consist of the Record Copy formalized by any Department.</p>	<p>Permanent</p> <p>Retain Record Copy in Clerk's Office to ensure adequate paper trail.</p>
GO-4	<p>REPORTS [ANNUAL, AUDIT, MANAGEMENT & OPERATION]</p> <p>REPORTS [ALL OTHER]</p> <p>All other includes Monthly, Statistical, Performance, Damage & Vandalism, Safety, Monitoring, etc.</p>	<p>Retain Annual, Audit, Management & Operation Reports Permanently.</p> <p>Retain All Other Reports until obsolete, superseded or administrative/management need is met.</p>
GO-5	<p>ADMINISTRATIVE STUDIES/SPECIAL PROJECTS</p> <p>Includes final reports and backup data regarding major administrative studies and special management projects.</p>	<p>Retain final reports permanently.</p> <p>Review backup data for archival value.</p>

Local Government Filesets, continued

<p>GO-6</p>	<p>DEPARTMENT HISTORICAL FILES</p> <p>This fileset documents the functions and activities of the Department. Consists of promotional media including press releases, news clippings, photographs (prints & negatives), videos, audios, cd's, dvd's and other electronic, magnetic or micromedia. Also includes information officer project materials, Department head speeches, written histories, monographs, brochures, pamphlets, etc.</p>	<p>Permanent or for the life of the media.</p>
<p>GO-7</p>	<p>EQUIPMENT RECORDS (Delivery Order, Correspondence, Usage Reports, General Maintenance & Inventories):</p> <p>EQUIPMENT RECORDS (Warranty Information, Instruction/Operating Manuals, Repair/Maintenance History, etc.):</p>	<p>Retain 3 years.</p> <p>Retain for the life of the equipment.</p>
<p>GO-8</p>	<p>PROPERTY CONTROL FILES:</p> <p>Agency copies of controlled property management reports, property tag register, excess property reports, property transfer documents, and related correspondence.</p>	<p>Retain 3 years.</p>
<p>GO-9</p>	<p>VEHICLE FILES</p> <p>Fileset documents each vehicle owned and serviced by the local governing body. May include title; registration; work orders; correspondence; damage/accident reports; checklists; photographs; and, inspection, service, maintenance and repair documents.</p>	<p>Retain until vehicle is disposed.</p> <p>*If vehicle is involved in fatal accident or litigation, keep file 25 years or until legal counsel recommends disposition.</p>
<p>GO-10</p>	<p>DELEGATIONS OF AUTHORITY</p> <p>For signature and functional Departmental authority.</p>	<p>Retain 3 years after delegation is no longer valid.</p>
<p>GO-11</p>	<p>INJURY & ACCIDENT RECORDS</p> <p>Includes incident/accident reports, medical evaluations, public safety officer reports, time loss documentation and other data relating to on the job injuries and accidents.</p>	<p>Retain 6 years after resolution of incident.</p>

Local Government Filesets, continued

<p>GO-12</p>	<p>MISCELLANEOUS ADMINISTRATIVE INFORMATION</p> <p>Include telephone logs, correspondence tracking logs, file plans, purchasing logs, property inventories, message books, appointment books/calendars, bulletins, mailroom logs/registers (e.g. certified/registered, postage meter) word processing drafts, day sheets, assignments, suspense files, forms files, printing/stock requests, fuel inventory sheets and other indices.</p>	<p>Retain 1 year.</p> <p>Transitory materials may be reviewed/disposed after 30-60 days.</p>
<p>GO-13</p>	<p>TECHNICAL REFERENCE FILES</p> <p>Technical studies, newsletters and publications used in the administration of agency business.</p>	<p>Until obsolete, superseded or administrative/management need is met.</p>
<p>GO-14</p>	<p>PUBLIC RECORDS LOG & REQUESTS FOR INFORMATION</p> <p>Includes written request for public records received. Log includes date of request, name of requester and other related information.</p> <p>Technical studies and publications used in the administration of agency business.</p>	<p>Retain 1 year.</p>
<p>GO-15</p>	<p>PUBLIC INFORMATION OFFICER FILESETS</p> <p>These series include Record Copies of: news/press releases, publications, videotapes, clippings files, speeches, monographs, and pamphlets related to Department functions. May include electronic records not duplicated elsewhere.</p>	<p>Permanent or for the life of the media.</p> <p>Refer also to GO-6.</p>
<p>GO-16</p>	<p>PUBLIC INFORMATION OFFICE INTERNET SITE DEVELOPMENT FILES & WORLDWIDE WEB PAGE (ELECTRONIC)</p> <p>This series consists of Web page data, program/system documentation with backup, statistics and other development materials utilized in the creation/maintenance of the Department's Internet Worldwide Web site.</p>	<p>Retain until obsolete, superseded or administrative/management need is met, then review for permanent retention.</p> <p>Backup tapes are stored offsite for security. Tapes are rotated according to established Departmental backup procedures.</p>
<p>GO-17</p>	<p>CERTIFICATES OF RECORDS DESTRUCTION</p> <p>Certificates authorizing disposal of records per retention periods listed in this and other applicable records schedules.</p>	<p>Permanent</p> <p>Fileset is a microfilm candidate.</p>

Local Government Filesets, continued

<p>GO-18</p>	<p>RECORDS RETENTION SCHEDULES</p> <p>Department records retention schedules.</p>	<p>Permanent.</p> <p>Fileset is a microfilm candidate.</p>
<p>GO-19</p>	<p>AUTOMATIC DATA PROCESSING & ELECTRONIC DATA PROCESSING MEDIA</p> <p>Office copies of magnetic cards/tapes/diskettes and other media used for communicating with data processing equipment or as preliminary input, temporary storage, output control which serves as an intermediate means for the production of printouts, Computer-Output Microfiche (COM) or online data.</p>	<p>Retain until obsolete, superceded or administrative/management need is met.</p> <p>Refer also to Information Technology (IT-1 & IT-2.)</p>
<p>GO-20</p>	<p>OFFICIALS' BONDS</p>	<p>Retain 6 years after expiration provided an audit has been conducted.</p>

Local Government Filesets, continued

<p>CG-1</p>	<p>MEETING FILES (OFFICIAL MINUTES)</p> <p>MEETING FILES (ALL OTHER BACKUP)</p> <p>The Official Minutes constitute the official accounts of the proceedings and actions of governing body, boards, commissions, committees, community councils and special work groups.</p> <p>Other backup may include notices of meeting, agendas, packets, meeting dockets, roll call, correspondence, complaints, reports, transcripts, legal opinions, financial studies, declarations, recommendations, amendments to council rules, ordinances and resolutions, background papers and audio/visual products.</p>	<p>Permanent</p> <p>Retain all other backup data for 5 years.</p>
<p>CG-2</p>	<p>PUBLIC HEARING FILES</p> <p>Includes the following documentation related to public hearings: notices of meeting, affidavit of publication, workpapers, speaker sign-up sheets, written testimony, exhibits and audio/visual materials.</p>	<p>Retain 10 years. Record Copy of proceedings retained in minutes (Item CG-1).</p> <p>If audio tape recordings or notebooks are transcribed, they may be disposed 5 years after approval of minutes or proceedings, or maintained longer if needed for administrative purposes.</p>
<p>CG-3</p>	<p>PETITIONS</p> <p>For initiatives, referenda and recall filed by private citizens or groups requesting governing body action.</p>	<p>Retain 6 years.</p> <p>AS 29.26</p>
<p>CG-4</p>	<p>PROCLAMATIONS</p> <p>Issued/prepared by mayor or local governing body.</p>	<p>Permanent</p>
<p>CG-5</p>	<p>CODES, ORDINANCES & RESOLUTIONS: ADOPTED</p> <p>May include charter, amendments, code supplements, lists of all ordinances/resolutions, ordinance/resolution number and ultimate decision.</p>	<p>Permanent</p> <p>Maintain certified copy of all official ordinances in a separate ordinance file.</p> <p>AS 29.20.380</p>
<p>CG-6</p>	<p>CODES, ORDINANCES & RESOLUTIONS: NOT ADOPTED</p> <p>May include lists of all proposed ordinances/resolutions, the proposer, ordinance number and ultimate decision (e.g. changed, withdrawn, in committee indefinitely).</p>	<p>Review every 10 years for administrative purposes, then dispose.</p> <p>Certain files that have historical value should be retained permanently.</p>

Local Government Filesets, continued

<p>CG-7</p>	<p>OATHS OF OFFICE & APPOINTMENTS</p> <p>Fileset may consist of oaths for boards, commissions, committees, councils and elected officials; and, affirmations, acknowledgements, notices of appointments/resignations, lists of members with terms and dates of appointment, and the code or executive order establishing the local government entity.</p>	<p>Permanent</p> <p>AS 29.20.600</p>
<p>CG-8</p>	<p>CONFLICT OF INTEREST STATEMENTS</p> <p>Statements for elected/appointed municipal officers and employees.</p>	<p>Retain 6 years.</p> <p>AS 29.20.010</p>
<p>CG-9</p>	<p>INCORPORATION FILES</p> <p>Documents incorporation filesets not found elsewhere on this schedule (petitions, public hearings, etc). May include information related to investigations, decisions, municipal logo and official municipal seal.</p>	<p>Permanent</p> <p>AS 29.05</p>
<p>CG-10</p>	<p>ANNEXATION FILES (PASSED)</p> <p>ANNEXATION FILES (FAILED)</p> <p>Includes petitions, correspondence, affidavits of publication, copy of ordinance and related public hearing backup records.</p>	<p>Permanent.</p> <p>If annexation fails, retain five years.</p>
<p>CG-11</p>	<p>REAPPORTIONMENT & REDISTRICTING RECORDS</p> <p>May include municipal and school district reapportionment records; precinct boundaries; and, district, municipal, and state boundary reapportionment documentation.</p>	<p>Retain until superceded.</p>
<p>CG-12</p>	<p>CENSUS RECORDS</p> <p>Fileset documents population estimates including resident data (e.g. name, age, gender, marital status, residence address, number of children, annual income, occupation, etc.)</p>	<p>Retain until superceded.</p> <p>Retain backup data 10 years.</p> <p>AS 29.60</p>
<p>CG-13</p>	<p>CEMETERY MASTER FILE</p> <p>May include diagrams, maps and indices of burial plots, record of lot sales, cash/deed book, burial permits, register of interments and minutes of cemetery association/board.</p>	<p>Permanent</p>

Local Government Filesets, continued

CG-14	ASSET INVENTORIES (FIXED) ASSET INVENTORIES (NON-FIXED) Inventories of owned assets indicating value, location, purchasing information, etc. The Government Accounting Standards Board (GASB) requires municipalities to record infrastructure as part of their fixed assets.	Retain Fixed Assets for the life of the asset, or until State authorizes disposal of grant funded assets. Retain Non-Fixed Assets 3 years. Backup records dealing with an asset may be disposed per policy according to type (purchase order, grant, correspondence, etc.)
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Local Government Filesets, continued

<p>AF-1</p>	<p>GENERAL ACCOUNTING RECORDS</p> <p>May include workpapers, spreadsheets, summaries, receipts and other data documenting Department accounting practices. Includes financial data regarding accounts payable/receivable, grant/contract administration, assessment of fines, payment of license fees, etc.</p>	<p>Retain 3 years provided an audit or other annual financial statement has been certified.</p>
<p>AF-2</p>	<p>TRAVEL ACCOUNTING</p> <p>This fileset documents travel advances, per diem and transportation fees for employees on official Department business.</p>	<p>Retain 3 years.</p>
<p>AF-3</p>	<p>DEPARTMENT BUDGET WORKPAPERS</p> <p>Fileset documents development of Department operating and capital budgets prior to presentation to local governing body. Includes budget instructions, submissions, backup documentation, cost allocations, annual estimates of revenue and amendments.</p> <p>FINAL APPROVED BUDGET</p>	<p>Retain Budget Workpapers 3 years.</p> <p>Retain Final Budget Permanently.</p>
<p>AF-4</p>	<p>FINANCIAL REPORTS: ANNUAL</p> <p>OTHER ACCOUNTING & FINANCIAL MANAGEMENT REPORTS</p> <p>Includes Annual Report prepared by the Chief Financial Officer summarizing financial condition, activity and balances; and, routine balancing/status reports output on a regular or ad hoc basis documenting agency expenditures and financial activity.</p>	<p>Retain Annual Financial Reports Permanently.</p> <p>Retain all other Accounting & Financial Management Reports until obsolete, superseded or administrative/management need is met.</p> <p>Refer to GO-4 for Audit Reports.</p>
<p>AF-5</p>	<p>LEDGERS & JOURNALS: GENERAL, REVENUE & EXPENDITURE</p> <p>Includes books of original entry.</p> <p>LEDGERS & JOURNALS: SUBSIDIARY</p>	<p>Retain General, Revenue & Expenditure Ledgers & Journals Permanently.</p> <p>Retain Subsidiary Ledgers & Journals 3 years.</p>

Local Government Filesets, continued

<p>AF-6</p>	<p>VENDOR FILES</p> <p>Documentation relating to payment for commodities or services, fines, fees and permits. Consists of financial transaction registers, vouchers, delivery orders, purchase orders, logs, supply requisitions, advertising orders, invoices, postage meter receipts, etc.</p>	<p>Retain 3 years.</p>
<p>AF-7</p>	<p>BANKING RECORDS</p> <p>Fileset consists of records of bank transactions for revenue and payments including: bank statements, deposit slips, wire transfers, agent fees, transmittal of receipts, savings account data, debt service payments and collected monies of a Department.</p>	<p>Retain 3 years provided an audit or other annual financial statement has been certified.</p>
<p>AF-8</p>	<p>CANCELLED CHECKS & CHECK REGISTERS</p>	<p>Retain 3 years provided an audit or other annual financial statement has been certified.</p> <p>Recommend that cancelled checks be retained with grant files.</p>
<p>AF-9</p>	<p>CASH BOOKS & CASH JOURNALS</p> <p>Ledger showing details of daily receipts and expenditures, including running balances for each fund.</p>	<p>Retain 3 years provided an audit or other annual financial statement has been certified.</p>
<p>AF-10</p>	<p>REVENUE SHARING/SAFE COMMUNITIES FILES</p> <p>Municipalities are allocated money on a formula basis for public/ice roads, hospitals, health clinics, fire departments, etc.</p> <p>May consist of applications, correspondence, year-end audits/budgets.</p>	<p>Retain 3 years.</p>
<p>AF-11</p>	<p>BOND RECORDS</p> <p>Includes cancelled/redeemed bonds/coupons documenting proof of issuance and payments to individual bondholders.</p>	<p>Retain 3 years provided an audit or other annual financial statement has been certified.</p>
<p>AF-12</p>	<p>BOND REGISTERS</p> <p>Includes bond/coupon register (numeric listing of bonds/coupons).</p>	<p>Retain 20 years after issue called.</p>
<p>AF-13</p>	<p>BILLS OF SALE</p> <p>Official documentation of sales transactions between government agency and buyer.</p>	<p>Retain 7 years.</p>

Local Government Filesets, continued

AF-14	FORECLOSURE FILES Documents foreclosures and includes delinquency reports, billings, petition of judgment, certified mailings, final judgments, and certificates of redemption.	Retain 10 years after case is closed. Per AS 09.10.030 there is a 10 year statute of limitations on action to recover real property. Certain files may have archival value.
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Local Government Filesets, continued

<p>HRM-1</p>	<p>INDIVIDUAL PERSONNEL FILES</p> <p>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.</p>	<p>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.</p> <p>Certain information is confidential.</p>
<p>HRM-2</p>	<p>SERVICE RECORD CARD/EMPLOYMENT HISTORY</p> <p>Work history synopsis including dates of hire/release, positions held, salary and performance data.</p>	<p>Retain 50 years.</p>
<p>HRM-3</p>	<p>RECRUITMENT, SELECTION & APPOINTMENT RECORDS</p> <p>Consists of job applications, transcripts, recruitment notices, examinations, test answer sheets, score sheets, results, affidavits of publication and correspondence.</p>	<p>Retain 4 years after appointment.</p> <p>Certain information is confidential.</p>
<p>HRM-4</p>	<p>JOB APPLICATIONS (UNSOLICITED)</p>	<p>Retain 1 year after receipt.</p> <p>Certain information is confidential.</p>
<p>HRM-5</p>	<p>MASTER EXAMINATION FILES</p> <p>Samples of each test or examination used in the selection and rating process of prospective employees, including answer keys.</p>	<p>Until obsolete, superceded or administrative/management need is met.</p>
<p>HRM-6</p>	<p>ORGANIZATION CHARTS</p>	<p>Until obsolete, superceded or administrative/management need is met.</p>
<p>HRM-7</p>	<p>SALARY SCHEDULES</p>	<p>Until obsolete, superceded or administrative/management need is met.</p>
<p>HRM-8</p>	<p>JOB DESCRIPTIONS</p> <p>Description of specific duties for each position.</p>	<p>Until obsolete, superceded or administrative/management need is met.</p>

Local Government Filesets, continued

<p>HRM-9</p>	<p>JOB CLASS SPECIFICATIONS</p> <p>Minimum qualifications (knowledge, skills and abilities) required for each job classification or position. May list necessary education/certifications, examples of duties, salary, category of position and distinguishing characteristics.</p>	<p>Until obsolete, superceded or administrative/management need is met.</p>
<p>HRM-10</p>	<p>CLASSIFICATION/RECLASSIFICATION ACTION CASE FILES</p> <p>Department action regarding specific positions/classifications.</p>	<p>Until obsolete, superceded or administrative/management need is met.</p>
<p>HRM-11</p>	<p>GRIEVANCE CASE FILES</p> <p>Documents grievances filed by employees against Departments. Consists of grievance forms, investigative notes, reports, correspondence and related backup.</p>	<p>Retain 10 years after bargaining unit contract is terminated.</p> <p>Certain information is confidential.</p> <p>Relates to “For Cause” employees rather than “At Will” employees.</p>
<p>HRM-12</p>	<p>COLLECTIVE BARGAINING NEGOTIATION FILES</p> <p>Fileset consists of letters of understanding, tentatively approved articles, proposals and counter proposals. Fileset provides an historical overview of collective bargaining.</p>	<p>Permanent</p> <p>Relates to “For Cause” employees rather than “At Will” employees.</p>
<p>HRM-13</p>	<p>CONTRACT INTERPETATION & ARBITRATION DECISIONS</p> <p>Includes exhibits, briefs and arbitrations relating to contract intpretation.</p>	<p>Permanent</p> <p>Relates to “For Cause” employees rather than “At Will” employees.</p>
<p>HRM-14</p>	<p>UNFAIR LABOR PRACTICES CASE FILES</p> <p>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 cases dismissed, withdrawn or settled.</p>	<p>Retain 10 years.</p> <p>Review prior to destruction for cases that may have historical significance.</p>
<p>HRM-15</p>	<p>TRAINING COURSE FILES</p> <p>Consists of nominations, schedules with course information, course evaluations from participants, correspondence and rosters.</p>	<p>Retain 3 years.</p>

Local Government Filesets, continued

<p>HRM-16</p>	<p>TRAINING COURSE DEVELOPMENT FILES</p> <p>Course materials including audio/visual products, training aides, research materials, correspondence, and other media etc. related to the development and/or presentation of training presentations.</p>	<p>Retain until course is obsolete, superceded or administrative need is met.</p>
<p>HRM-17</p>	<p>EEO ADMINISTRATION RECORDS</p> <p>Includes quarterly utilization, compliance and annual reports; affirmative action plans; complaint case files; Departmental actions, and employment statistics.</p>	<p>Retain 10 years.</p> <p>Certain information is confidential per AS 18.80.115.</p>
<p>HRM-18</p>	<p>EEO COMPLAINT CASE FILES</p> <p>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.</p>	<p>Retain 6 years after complaint is resolved. Retention complies with Title VII of the Civil Rights Act of 1964.</p> <p>Certain information is confidential per AS 18.80.115.</p>
<p>HRM-19</p>	<p>EMPLOYEE MEDICAL RECORDS</p> <p>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.</p>	<p>Retain Record Copy 30 years. Retain other copies 1 year after employee terminates.</p> <p>Confidential per AS 40.25.120</p> <p>Authority: 29 CFR 1910.1001</p>
<p>HRM-20</p>	<p>HAZARD COMMUNICATION & MATERIAL SAFETY DATA SHEETS</p> <p>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.</p>	<p>Retain 30 years.</p> <p>Record Copy retained by receiving Department.</p> <p>Authority: 20 CFR 1910.1200; 1410.450</p>
<p>HRM-21</p>	<p>IMMIGRATION REFORM & CONTROL ACT (1986) I-9 FORMS</p> <p>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.</p>	<p>Retain 3 years from date of hire or one year after termination, whichever is later.</p>
<p>HRM-22</p>	<p>ALASKA HUMAN RIGHTS ACT RECORDS</p> <p>Records of the age, race, and sex of all applicants for employment and all employees.</p>	<p>Retain 2 years.</p> <p>Authority: AS 18.80</p>

Local Government Filesets, continued

<p>PCG-1</p>	<p>PROCUREMENT RECORDS</p> <p>This fileset includes documents related to purchases 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, correspondence and tracking logs.</p>	<p>Retain 3 years.</p> <p>Refer to PCG-2 if a formal contract is required.</p> <p>Refer also to Vendor Files, AF-6.</p>
<p>PCG-2</p>	<p>CONTRACT ADMINISTRATION</p> <p>Consists of notification of award, original contract, and amendments or renewals, special conditions, fiscal reports, payment logs, progress reports and correspondence. Includes contracts for leased space, contract insurance and bonds.</p>	<p>Retain 3 years</p> <p>Per AS 09.10.053 Statute of Limitations is 3 years for causes of action which accrued after August 7, 1997. (SLA 1997 Chapter 26, Sections 3 & 4. Silvers v Silvers, 999 P.2d 786, 790 n.4 (Alaska 2000).</p>
<p>PCG-3</p>	<p>GRANT ADMINISTRATION FILES (STATE)</p> <p>(FEDERAL)</p> <p>Documents receipt of State or federal monies and consists of applications, copy of notification of grant award, agreement, special conditions, fiscal reports, closeout documents, reports (audit, status, progress & compliance) and correspondence.</p>	<p>Retain 3 years.</p> <p>Retain until federal audit is completed or 3 years after grant closeout, whichever is later.</p> <p>Per AS 09.10.053 Statute of Limitations is 3 years.</p> <p>Refer to AF-1 for financial documents relating to grants.</p>
<p>PCG-4</p>	<p>GRANT APPLICATIONS (NOT AWARDED)</p> <p>Applications that were not approved or funded.</p>	<p>C=Retain until obsolete, superseded or administrative/management need is met.</p>

Local Government Filesets, continued

PAY-1	PAYROLL WARRANT REGISTER Lists check number, employee name, net amount and financial coding.	Retain at least 10 years from date of employee termination.
PAY-2	PAYROLL JOURNAL	Retain 3 years provided an audit or other annual financial statement has been certified.
PAY-3	PAYROLL CASE FILES These casefiles document employee salary and may include: payroll action forms, PERS/TRS enrollment/change forms and IRS data.	Retain 10 years after employee terminates employment.
PAY-4	PAYROLL DEDUCTION AUTHORIZATIONS Includes reports and lists.	Retain 4 years.
PAY-5	LEAVE ACCOUNTING Timesheets—daily, weekly or monthly record of hours worked—and documentation for accrued/used leave.	Retain 3 years.
PAY-6	EMPLOYER W-2 COPY Federal withholding tax statement.	Retain 4 years.
PAY-7	EMPLOYEE PAY RECORD CARDS Documents gross earnings, deductions and net pay for each employee.	Retain 50 years.
PAY-8	EMPLOYEE WITHHOLDING EXEMPTIONS (W-4)	Retain 4 years.
PAY-9	GARNISHMENT & PAYROLL DEDUCTION COURT ORDERS	Retain 50 years.
PAY-10	NOTIFICATION OF PAY STEP INCREASES	Retain 50 years.

Local Government Filesets, continued

<p>PAY-11</p>	<p>PAYROLL REPORTS</p> <p>May include the following reports: Federal Insurance Contribution Act, unemployment insurance, summary/special detailed queries, stopped/reissued warrants, overtime and retirement.</p>	<p>Retain 4 years.</p>
<p>PAY-12</p>	<p>ELECTRONIC FEDERAL TAX PAYMENT (EFTPS) DOCUMENTATION:</p> <p>This series documents tax deposits transmitted to the federal government. Includes spreadsheets and other backup.</p>	<p>Retain 4 years.</p>
<p>PAY-13</p>	<p>INTERNAL REVENUE SERVICE REPORTS & RECONCILIATIONS</p> <p>May consist of the following IRS reports: 1099R and related reports, and 945. May include reconciliations (workpapers) regarding tax liability for retirees and their beneficiaries.</p>	<p>Per 26 CFR 31.6001-1 retain 4 years after due date of appropriate tax return period or date tax is paid, whichever is later.</p>
<p>PAY-14</p>	<p>SAVINGS BOND & 401k ACCOUNTING RECORDS</p>	<p>Retain 50 years.</p>

Local Government Filesets, continued

<p>RM-1</p>	<p>INSURANCE POLICIES & ENDORSEMENTS</p> <p>This series includes insurance proposals, policies and endorsements, bonds, riders, correspondence, financial coding vouchers and billing information.</p>	<p>Retain 50 years after policy expires.</p> <p>The Legal Department will review all expired policies prior to destruction to determine if additional retention is required due to pending claims or litigation.</p>
<p>RM-2</p>	<p>RISK MANAGEMENT CLAIM FILES</p> <p>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.</p>	<p>Retain 7 years after claim is settled and all legal aspects are resolved.</p>
<p>RM-3</p>	<p>WORKER'S COMPENSATION CLAIMS</p> <p>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.</p>	<p>Retain 40 years after case is inactive.</p>

Local Government Filesets, continued

<p>EL-1</p>	<p>VOTING BALLOTS [COMPLETED, CHALLENGED, REJECTED, ABSENTEE & SPECIAL NEEDS]</p> <p>May include applications.</p>	<p>Retain one month after election is certified; if election is contested, retain longer per AS 15.15.470.</p>
<p>EL-2</p>	<p>CERTIFICATES OF ELECTION</p> <p>Copies of election certificates presented to candidates upon verification of election</p>	<p>Retain 4 years.</p>
<p>EL-3</p>	<p>CERTIFICATES OF ELECTION RETURNS (REGULAR & SPECIAL)</p> <p>Consists of individual machine numbers; polling place designation; date of election; total votes registered by machine, candidate or referenda; and, signatures of elections inspectors, judges, administrators, clerks, volunteers.</p>	<p>Permanent. Certain certificates that are duplicated elsewhere or do not have archival value may be disposed after administrative/management need is met.</p>
<p>EL-4</p>	<p>ELECTION REGISTERS & TALLY BOOKS</p> <p>Consists of the following registers: precinct, final voting, questioned voter, special needs voting and absentee voter. Also includes special needs voting applications.</p>	<p>Retain 4 years.</p> <p>Retain longer if election is contested per AS 15.15.470.</p>
<p>EL-5</p>	<p>ELECTION CONTEST/RUNOFF INFORMATION</p> <p>Contested election and runoff data.</p>	<p>Retain 1 year after election is certified.</p>
<p>EL-6</p>	<p>DOJ PRECLEARANCE RECORDS</p> <p>Includes request and pre-clearance for election.</p>	<p>Permanent</p> <p>DOJ: Department of Justice</p>
<p>EL-7</p>	<p>DECLARATIONS OF CANDIDACY</p> <p>Declarations executed under oath including name, mailing address, office declared, residency length, etc.</p>	<p>Retain 4 years.</p> <p>AS 15.25.030</p>
<p>EL-8</p>	<p>FINANCIAL DISCLOSURE STATEMENTS</p> <p>May include APOC financial disclosure report.</p>	<p>Retain 6 years if subject to the APOC (municipalities can exempt themselves).</p> <p>APOC: Alaska Public Offices Commission</p>

Local Government Filesets, continued

<p>EL-9</p>	<p>AFFIDAVITS</p> <p>Documents voters requiring or requesting action or special accommodation during an election.</p>	<p>Retain 4 years.</p>
<p>EL-10</p>	<p>RECOUNT PETITIONS</p> <p>Candidate requests for recount of individual machine or paper ballot tallies. Includes candidates' reason for request.</p>	<p>Retain 4 years.</p>
<p>EL-11</p>	<p>CANDIDATES LISTS</p> <p>Lists of candidates. Data includes: name and address of candidate, order in which they will appear on the ballot, office sought and term of office.</p>	<p>Retain 4 years.</p>
<p>EL-12</p>	<p>CANDIDATE WITHDRAWALS</p> <p>Certificates of withdrawal. Includes candidate statement concerning reason for withdrawal.</p>	<p>Retain 4 years.</p>
<p>EL-13</p>	<p>ELECTION OFFICIALS' RECORDS</p> <p>May consist of recruitment materials, interest letters, training notes, acceptance forms, oaths and mileage reimbursement requests. Includes absentee voting officials' documentation.</p>	<p>Retain 4 years.</p>
<p>EL-14</p>	<p>VOTING DISTRICT DESCRIPTIONS, MAPS & STREET BOOKS</p> <p>Descriptions of election precinct boundaries and maps indicating current voting district boundaries and numbers. Street books consist of alphabetical lists of streets (and house numbers where street encompasses more than one district) providing senatorial and representative numbers.</p>	<p>Permanent</p>
<p>EL-15</p>	<p>CAMPAIGN DISCLOSURE</p> <p>Municipalities must report to APOC when money is spent on informational campaigns.</p>	<p>Retain 6 years.</p>

Local Government Filesets, continued

<p>IT-1</p>	<p>COMPUTER SYSTEM (Backup Tapes)</p> <p>(Documentation File)</p> <p>Documentation file 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/logs, passwords), disaster recovery procedures, user guides, usage/inventory reports, backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of Local Governing Body’s Internet site.</p>	<p>Backup tapes are stored offsite for security. Tapes are rotated according to established IT procedures.</p> <p>Retain documentation file until obsolete, superseded or administrative need is met.</p> <p>System related data should be retained until the system is obsolete or replaced.</p>
<p>IT-2</p>	<p>IS SERVICE REQUESTS</p> <p>Requests for service from Departments. Documents requestor, type of service requested and IT action.</p>	<p>Retain 3 years.</p>

Local Government Filesets, continued

<p>LEG-1</p>	<p>MUNICIPAL ATTORNEY OPINIONS</p> <p>Consists of official and informal positions regarding legal issues affecting Departments or the local governing body. May include information/action memoranda regarding ordinances, resolutions and vetoes.</p>	<p>Permanent</p>
<p>LEG-2</p>	<p>REGULATION FILES</p> <p>Includes matters relating to local legislation in which the municipality or governing body has an interest or has been involved.</p>	<p>Retain 10 years, then review for archival/administrative value.</p>
<p>LEG-3</p>	<p>LITIGATION CASE FILES</p> <p>This fileset documents local government action in civil and criminal cases. Includes briefs, pleadings, investigative materials, court proceedings, transcripts, correspondence, exhibits, photographs and other media.</p>	<p>Retain 6 years after case is closed.</p>
<p>LEG-4</p>	<p>INVESTIGATION & MATTERS FILES</p> <p>This fileset documents investigations that are not prosecuted. Includes workpapers, analyses, evidence, final reports, requests for legal opinions, research notes, correspondence, photographs and other media.</p>	<p>Retain 6 years after investigation concludes.</p>
<p>LEG-5</p>	<p>FRANCHISES</p> <p>Official authorization granted to a private entity to provide public utilities or services within the jurisdiction of the local government.</p>	<p>Retain 6 years after franchise is terminated.</p>
<p>LEG-6</p>	<p>RIGHT OF WAY & EASEMENT FILES</p> <p>Grant of easement records 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, descriptions of easement areas, diagrams, plans, agreement, memoranda, correspondence and property disposition.</p>	<p>Permanent</p> <p>Engineering or Parks & Recreation Departments may also administer Record Copy.</p>
<p>LEG-7</p>	<p>NOTICE TO COMPLY &/OR VIOLATION REPORTS</p>	<p>Retain 3 years.</p>

Local Government Filesets, continued

<p>PS-1</p>	<p>COMPLAINT CARDS</p> <p>Record of complaints to police/public safety officer. Includes data relating to reporting party, location and nature of incident, time and dispatch information and disposition.</p>	<p>Retain 2 years.</p> <p>Record copy may be administered in another fileset.</p>
<p>PS-2</p>	<p>POLICE REPORTS (MAJOR & MINOR)</p> <p>Records complaint, report and followup for the following: felonies (which may include property records; arrest, court, processing, 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.</p>	<p>Retain 1 year.</p>
<p>PS-3</p>	<p>FIELD INTERROGATION CARDS</p> <p>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.</p>	<p>Retain 5 years.</p> <p>NCIC: National Crime Information Center</p>
<p>PS-4</p>	<p>INVESTIGATION CASE FILES</p> <p>Detectives' working papers of cases under investigation. Contains polygraph, surveillance and crime lab reports; latent fingerprints; photographs and other media; and, copies from Police Reports (PS-2).</p>	<p>Permanent</p>
<p>PS-5</p>	<p>ARREST RECORDS</p> <p>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.</p>	<p>Retain until person is deceased or 10 years, whichever occurs first.</p>
<p>PS-6</p>	<p>OUTSTANDING WARRANTS</p> <p>Lists of outstanding arrest warrants. May include name, date of birth, address, offense code, case number, warrant date, status, charging section.</p>	<p>Retain until obsolete, superceded or administrative need is met</p>

Local Government Filesets, continued

<p>PS-7</p>	<p>USE OF FORCE INVESTIGATIONS</p> <p>Investigations on the application of physical or deadly force. May include copies from complaint report file, inquiry and findings.</p>	<p>Retain 7 years. Per AS 09.10.070 a tort or civil rights claim against the State for use of force must be filed within two years.</p> <p>Final report in Human Resources file.</p>
<p>PS-8</p>	<p>INTERNAL AFFAIRS INVESTIGATIONS</p> <p>Investigations of complaints of alleged officer misconduct. May include reports, correspondence, statements, investigation documentation, findings and disposition.</p>	<p>Retain 7 years. Per AS 09.10.070 a tort or civil rights claim against the State for use of force must be filed within two years.</p> <p>Final report in Human Resources file.</p>
<p>PS-9</p>	<p>CONFIDENTIAL INFORMANT FILES</p> <p>Information recorded 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.</p>	<p>Retain 7 years after informant is no longer active.</p>
<p>PS-10</p>	<p>LOGS/INDICES, MISCELLANEOUS</p> <p>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.</p>	<p>Retain 5 years.</p> <p>Retain dispatch audio tapes for thirty days; then reuse.</p>
<p>PS-11</p>	<p>PROPERTY RECORDS</p> <p>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.</p>	<p>Retain 3 years after property is disposed.</p>
<p>PS-12</p>	<p>STOLEN PROPERTY LISTS</p> <p>Received and internally produced lists and printouts of lost, stolen, found, pledged or pawned property.</p>	<p>Retain until obsolete, superceded or administrative need is met.</p>
<p>PS-13</p>	<p>CRIMINAL BACKGROUND CHECKS</p> <p>Criminal background checks done as a consequence of requests from employers or local government requirements. May include polygraph tests, FBI checks, interviewer notes, etc. Examples include school, day care or nursing home employees.</p>	<p>Retain one year.</p>

Local Government Filesets, continued

<p>PS-14</p>	<p>SEX OFFENDERS INFORMATION</p> <p>Data 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.</p>	<p>Retain until obsolete, superseded or administrative need is met.</p> <p>Per AS 18.65.087 the Alaska Department of Public Safety maintains a central registry of sex offenders required to register under AS 12.63.010 (www.dps.state.ak.us/nSorcr/asp/).</p>
<p>PS-15</p>	<p>JUVENILE ARREST FILES</p> <p>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.</p>	<p>Records must be kept separately from adult arrest records.</p> <p>Retain 6 years after child reaches age of majority.</p>
<p>PS-16</p>	<p>JUVENILE PROSECUTION CASE FILES</p> <p>Case files prepared for purposes of prosecution. Includes copies from Arrest files</p>	<p>Retain 6 years after child reaches age of majority.</p>
<p>PS-17</p>	<p>ABUSED/NEGLECTED CHILD NOTIFICATION</p> <p>Reports from the DFYS or the ACS of suspected cases of child abuse, endangerment or neglect. May include cover letter, investigative worker’s observations/recommendations, investigation summary.</p>	<p>Retain 3 years</p> <p>ACS: Alaska Court System DFYS: Division of Family & Youth Services</p>
<p>PS-18</p>	<p>HOLDING FACILITY RECORDS</p> <p>Prisoner’s Personal Property & Inspection Records (relating to inspection of security, health and safety systems such as fire detection/suppression, sanitation, security and first aid.)</p> <p>Meal Records/Food Receipts & Housekeeping Records.</p>	<p>Retain 3 years.</p> <p>Retain 1 year after audit is completed.</p>
<p>PS-19</p>	<p>TRAFFIC RECORDS</p> <p>Includes summons books (regarding operation, control or maintenance of motor vehicle violations), citations and tickets (also parking), notices for court appearances, etc.</p>	<p>Retain 1 year.</p>
<p>PS-20</p>	<p>RADAR REPORTS</p> <p>May include certification of calibration, routine radar check reports, and certification of accuracy for tuning forks.</p>	<p>Retain 2 years after equipment is disposed.</p>

Local Government Filesets, continued

<p>PS-21</p>	<p>UNIFORM CRIME REPORT (UCR)</p> <p>Monthly account of offenses and stolen/recovered property values sent to the Alaska State Troopers.</p>	<p>Retain 5 years.</p>
<p>PS-22</p>	<p>CRIME STATISTICS</p> <p>Statistical compilations of crimes committed within the local jurisdiction.</p>	<p>Permanent</p>
<p>PS-23</p>	<p>ACCREDITATION FILES</p> <p>Standards, goals and objectives, status and progress reports, and other documentation relating to accreditation and review for maintaining accreditation.</p>	<p>Retain until obsolete, superceded or administrative/management need is met.</p>
<p>PS-24</p>	<p>ANIMAL CONTROL FILES</p> <p>May consist of the following: licenses, animal complaint notifications/citations, description of animal, notification to owner, certification of ownership, owner claims, release of animal data, dog bite reports and statistical reports. Also spay/neuter, euthansia, vaccination, patrol, and abuse/cruelty information.</p>	<p>Retain 3 years.</p>
<p>PS-25</p>	<p>FIRE INVESTIGATION FILES</p> <p>Record of fire department investigations of suspicious or incendiary fires. May include reports (fire, rescue, investigators, State Fire Marshal, police, casualty, insurance), video evidence (photographs, video cassettes, cd's), memoranda, diagrams, or other documentation relating to investigation.</p>	<p>Retain 10 years after investigation is closed.</p>
<p>PS-26</p>	<p>FIRE INSPECTION/COMPLIANCE FILES</p> <p>Fileset documents fire safety inspection before and after building construction is completed. May include building plans used in inspection/approval process detailing fire detection specifications or other <i>Fire Safety Code</i> compliance requirements, certificates of inspection, violation appeals, Department response, surveys and applications for variances.</p>	<p>Retain until building is no longer in use.</p> <p>Retain building plans until <i>Certificate of Occupancy</i> is issued and plans are of no further administrative value.</p>
<p>PS-27</p>	<p>PERMITS/LICENSES ISSUED</p> <p>Applications and permits issued by local fire authority. May include open burn permits, permits relating to fireworks, storage/handling of flammable liquids or hazardous substances, model rocket engines, or the selling of fire detection equipment.</p>	<p>Retain 3 years after permit expires.</p>

Local Government Filesets, continued

<p>PS-28</p>	<p>VARIANCES</p> <p>Variances issued by local governing body.</p> <p>Note: Variances may form part of Fire Inspection/Compliance Files (PS-26)</p>	<p>Retain for life of building or until occupancy classification legally changed.</p>
<p>PS-29</p>	<p>VIOLATION/COMPLAINT FILES</p> <p>Record of violations and complaints relating to the <i>Fire Safety Code</i>. May include name, time, address, location of violation/complaint, complaint summaries, investigation reports, disposition and Department followups.</p>	<p>Retain 3 years after resolution</p>
<p>PS-30</p>	<p>FIRE & RESCUE RESPONSE DISPATCH TAPES</p> <p>Audio tapes of incoming calls and outgoing dispatch instructions.</p>	<p>Reuse tapes after 30 days.</p>
<p>PS-31</p>	<p>FIRE & RESCUE RESPONSE DISPATCH CARDS & LOGS</p> <p>Record of incoming calls received by the Department. Data may include type of call (phone, radio, inperson) complainant name, address/phone number, name of dispatcher, time received/dispatched to scene and recalled, rescue or engine numbers responding.</p>	<p>Retain 3 years.</p>
<p>PS-32</p>	<p>FIRE & RESCUE RESPONSE ALARM TAPES</p> <p>Machine tape recording of alarms received detailing box number, location, date and time alarm received.</p>	<p>Retain 1 year.</p>
<p>PS-33</p>	<p>FIRE & RESCUE RESPONSE ALARM RESPONSE CARDS</p> <p>Record detailing location and appropriate response for alarms from individual boxes. Information may include location, contact names, number of vehicle(s) to respond and standby vehicles.</p>	<p>Retain until updated, superceded or administrative need is met.</p>
<p>PS-34</p>	<p>FIRE TRAINING FILES</p> <p>Consists of correspondence, course descriptions, training dates and exam results.</p>	<p>Retain 6 years after employee terminates employment or volunteer no longer active.</p>

Local Government Filesets, continued

<p>PS-35</p>	<p>FIRE PREVENTION EDUCATION PROGRAMS</p> <p>Multimedia materials used in fire prevention education including brochures, films, cd's, posters, pamphlets and other program resources.</p>	<p>Retain until program is superceded or administrative need is met.</p>
<p>PS-36</p>	<p>FIRE & RESCUE RESPONSE CIRCUIT/RADIO BOX TEST LOGS & ALARMS RECORDS</p> <p>Record of alarm response tests conducted on all circuit, radio and location alarm boxes to ensure proper alarm signals are being received. May also include maintenance records and inspection/testing records for individual alarm systems including systems testing and certification documentation, inspection records, service contracts and reports, permits, diagrams, site information, emergency contact lists and correspondence.</p>	<p>Retain logs 1 year.</p> <p>Retain alarms systems records for the life of the system.</p>
<p>PS-37</p>	<p>EQUIPMENT INSPECTION RECORDS</p> <p>Records of inspections for vehicles, mechanical systems, hoses, hydrants, ladders (ground and aerial), mask service information (model, serial number, purchase date, type, cubic feet of tank and service record.</p>	<p>Retain inspection data 3 years.</p> <p>Retain mask service and ladder information until replaced or no longer in service.</p>
<p>PS-38</p>	<p>APPARATUS ACCIDENT FILES</p> <p>Department record of accidents involving municipal fire/rescue vehicles. May include police reports, witness statements, memoranda, diagrams, photographs and related documentation.</p>	<p>Retain 3 years.</p> <p>Retain longer if involved in litigation; consult with legal counsel prior to disposition.</p>
<p>PS-39</p>	<p>FIRE HYDRANT IDENTIFICATION FILES</p> <p>Record of individual fire hydrants in service. Data may include identifying characteristics of each hydrant including location, date installed, size of lead, make, number of turns to open, size of main.</p>	<p>Retain until hydrant is no longer in service.</p>
<p>PS-40</p>	<p>OIL SPILL PREPAREDNESS FILES</p> <p>Includes information related to oil spill drills, incidents and inspections.</p>	<p>Retain 6 years.</p>
<p>PS-41</p>	<p>HAZARDOUS MATERIALS HAZARDOUS SUBSTANCES RIGHT TO KNOW FILES</p> <p>Consists of detailed product/chemical identification listings supplied annually by individual employers that hold, use, or sell products considered hazardous by the USDOL, DOSH. Fileset may include USDOL forms or material safety data sheets, emergency and hazardous chemical inventory forms, company emergency plans, inspection reports, or other mandated documentation relating to hazardous substances.</p>	<p>Retain annual updates 3 years. Keep other records as long as the employer does business in the municipality, plus 7 years.</p> <p>USDOL: United States Department of Labor</p> <p>DOSH: Department of Occupational Safety & Health</p>

Local Government Filesets, continued

PS-42	HAZARDOUS MATERIALS INCIDENT FILES Records of hazardous material incidents. May include hazardous incident reports, copies of fire/rescue reports, narratives, memoranda.	Permanent
PS-43	CONTINGENCY & EMERGENCY SERVICES PLANS	Permanent

Local Government Filesets, continued

<p>PZC-1</p>	<p>PLANNING COMMISSION FILES (APPROVED & WAIVERED PROPOSALS)</p> <p>(DENIED & WITHDRAWN PROPOSALS)</p> <p>This fileset documents official actions of the Planning Commission. May include correspondence, master, preliminary, and final plans, amendments, written comments from federal, state, or other municipal agencies, permits and agreements with state and federal reviewing agencies, approved master and preliminary plans, site and impact analyses.</p>	<p>Permanent</p> <p>Retain 3 years.</p> <p>Also may include records of public hearings, final approval drawings, photographs, variances, test results, reports, affidavits and legal opinions, tax certificates, bonds, questionnaires, project descriptions, subcontractor lists, cost estimates and vote totals, legal agreements, pleadings, agendas, minutes and final order.</p>
<p>PZC-2</p>	<p>PLANNING & ZONING ENFORCEMENT CASE FILES</p> <p>Documents complaints and action taken regarding the enforcement of planning and zoning regulations.</p>	<p>Retain Record Copy 6 years after resolution of case.</p>
<p>PZC-3</p>	<p>LAND CLASSIFICATION CASE FILES</p> <p>Documents actions to classify lands within the jurisdiction of the local government. May relate to acquisitions, sales, leases, management agreements, letters of entry, timber sales, resource sales, etc.</p>	<p>Retain Record Copy 10 years after resolution of case.</p> <p>If case files subject to potential litigation, retain until file no longer has legal value.</p> <p>Some files may have permanent archival value.</p>
<p>PZC-4</p>	<p>LAND MANAGEMENT CASE FILES</p> <p>Documents management of lands. Files may relate to acquisitions, sales, leases, management agreements, letters of entry, timber/resource sales, etc.</p>	<p>Retain 10 years after file is closed.</p> <p>If case files subject to potential litigation, retain until file no longer has legal value.</p> <p>Some files may have permanent archival value.</p>
<p>PZC-5</p>	<p>CONDITIONAL & TEMPORARY USE PERMITS</p> <p>[For business licenses, other licenses and nonbusiness permits refer to LIC, Page 37].</p>	<p>Retain for life of permit.</p>
<p>PZC-6</p>	<p>SITE SELECTION FILES</p> <p>Documents site selection for proposed facilities including fire service, libraries, parks, police, schools, utilities, water and sewer.</p>	<p>Permanent</p>

Local Government Filesets, continued

<p>PZC-7</p>	<p>COASTAL MANAGEMENT CONSISTENCY REVIEWS</p> <p>State, federal and local reviews for conformance with Coastal Management reviews and plans.</p>	<p>Retain Record Copy 6 years after review is completed.</p>
<p>PZC-8</p>	<p>FLOOD CONTROL PROGRAM FILES</p> <p>Includes erosion control studies, flood plain data, correspondence, maps and drawings documenting flood/erosion areas and specific problem parcels.</p>	<p>Retain until updated, superceded or administrative need is met.</p>
<p>PZC-9</p>	<p>CAPITAL IMPROVEMENT REQUEST FILES</p> <p>Fileset documents capital improvements to public facilities, transportation systems and school districts. A list of projects are nominated and prioritized for funding (i.e., wish list), subject to governing body budget approval.</p>	<p>Retain 6 years after project is completed or administrative need is met.</p> <p>AS 29.35.100</p> <p>Refer also to PCG-1 (Procurement Records) & AF-1 (General Accounting Records).</p>
<p>PZC-10</p>	<p>GEOGRAPHIC NAMES FILES</p> <p>Consists of applications and backup data relating to the naming of mountains, lakes, streams and other geographic features.</p>	<p>Permanent</p>
<p>PZC-11</p>	<p>ROAD NAME CHANGES</p> <p>Includes information regarding road name changes and copies of affidavit of publication.</p>	<p>Permanent</p>

Local Government Filesets, continued

<p>EBW-1</p>	<p>PLANS, MAPS & DRAWINGS</p> <p>Plans, drawings, maps and asbuilts including, but not limited to, municipal buildings, streets, survey/plat, lot plans, tax assessment, layout/grade, sanitary sewers, zoning, easements, landfills, subdivisions, traffic control, water and fire lanes.</p>	<p>Permanent</p> <p>Logs or registers of plans, maps and drawings should also be retained permanently.</p> <p>Reference copies may be disposed after all administrative need is met.</p>
<p>EBW-2</p>	<p>CONSTRUCTION PROJECT FILES</p> <p>Consists 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 close-out information.</p>	<p>Retain 6 years after project is completed.</p> <p>Refer also to PCG-1 (Procurement Records) & AF-1 (General Accounting Records).</p>
<p>EBW-3</p>	<p>ENGINEERING FIELD & BENCH MARK BOOKS</p> <p>Engineering field measurements, sketches, and diagrams including, but not limited to, elevations, distance, bench marks, ridges, easements, drainage, ponding, and core test holes.</p>	<p>Permanent</p> <p>Reference copies may be disposed after all administrative need is met.</p>
<p>EBW-4</p>	<p>PERMIT APPLICATION FILES</p> <p>Permits include: Construction, Building, Utility, Drinking Water (facilities), Railroad, Waste Water Disposal.</p> <p>May consist of applications, copy of permit, maps, site plans/plats, specifications, drawings, engineer/architect's certification, asbuilts, inspection reports, accounting data, etc.</p>	<p>Retain 6 years after permit expires.</p>
<p>EBW-5</p>	<p>INSPECTION FILES, MISCELLANEOUS</p> <p>Inspection reports including foundation, framing, electrical, plumbing and fire safety.</p>	<p>Retain Record Copy 6 years.</p>
<p>EBW-6</p>	<p>PERMITS REGISTER</p> <p>List of all permits issued by Engineering, Buildings & Public Works.</p>	<p>Permanent</p> <p>[Refer to LIC-3 for nonconstruction permits.]</p>

Local Government Filesets, continued

<p>EBW-7</p>	<p>RIGHT OF WAY & EASEMENT FILES (Originals)</p> <p>Grant of easement records 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.</p>	<p>Permanent</p> <p>Duplicates may be disposed after all administrative value is met.</p> <p>Originals=Record Copy</p> <p>Refer also to LM-1 (Land Township/Range/Section Files.)</p>
<p>EBW-8</p>	<p>SUBDIVISIONS & LAND DEVELOPMENT PROJECT FILES (Originals)</p> <p>Records documenting property subdivisions. May include applications, site plan review, check lists, inspections, diagrams, plans, plats, drawings, specifications, covenants, subsurface soils investigations, boundary surveys, memoranda and other analyses.</p>	<p>Permanent</p> <p>Duplicates and denied applications may be disposed after all administrative value is met.</p> <p>Originals=Record Copy</p>
<p>EBW-9</p>	<p>REGULATORY COMPLIANCE FILES</p> <p>Records documenting compliance with state/federal requirements such as coastal resources management and freshwater wetlands. May include copies of applications for authorization to perform work, requests for preliminary determinations, wetlands determinations, complaints, notices of violations, plans/maps, notices of public hearings, correspondence and memoranda.</p>	<p>Dispose 3 years after project is completed.</p>
<p>EBW-10</p>	<p>BRIDGE FILES</p> <p>Cumulative history file for bridges. May include memoranda, correspondence, newspapers clippings, reports, plans/specifications, materials lists, excavation permits, bridge deficiency /inspection reports and work orders.</p>	<p>Retain until obsolete, superceded or administrative need is met.</p>
<p>EBW-11</p>	<p>WORK/REPAIR REQUESTS & COMPLAINTS</p> <p>Requests for work or repairs initiated by citizen complaint or internally. Data may include name and number of complainant or requestor, location and type of work to be performed, dates and times of receipt/response.</p>	<p>Retain 3 years.</p>
<p>EBW-12</p>	<p>MAINTENANCE WORK ORDERS & LOGS</p> <p>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.</p>	<p>Retain 3 years.</p>

Local Government Filesets, continued

<p>EBW-13</p>	<p>FACILITY MAINTENANCE FILES</p> <p>Includes all documents, files and data relating to operation of facility, including permits, utilities correspondence, bids, reports, proposals, accounting, problems and enabling legislation.</p>	<p>Retain for the life of the facility or until administrative need is met.</p> <p>Record copies of certain documents may be administered by other Departments.</p>
<p>EBW-14</p>	<p>FUEL SUMMARIES & RECEIPTS</p> <p>Fuel summaries record daily, weekly or monthly fuel dispensed. May include grade of fuel, pump locations, meter/stick readings, gallons delivered and total gallons consumed or oil/antifreeze disbursed.</p> <p>Fuel receipts (slips) record individual fuel intake. Data may include vehicle number/type; driver; meter readings; and, gallons of fuel, oil, or antifreeze received.</p>	<p>Retain 1 year after audit is completed.</p>
<p>EBW-15</p>	<p>TRAFFIC LIGHT RECORDS</p> <p>Fileset documents maintenance and servicing of traffic lights. May include intersection/signal diagrams, specifications, schematics, work and repair orders.</p>	<p>Dispose maintenance records after 3 years.</p> <p>Retain reference materials for the functional life of signal.</p>
<p>EBW-16</p>	<p>SNOW PLOW FILES</p> <p>Records relating to snow plow routes and activity. May include maps, routes, correspondence, logs, crew lists or other documentation relevant to snow removal.</p>	<p>Retain until obsolete, superceded or administrative need is met.</p>
<p>EBW-17</p>	<p>TREE FILES</p> <p>Records relating to tree maintenance, planting and removals. May include correspondence, removal or planting schedules, copies of agreements, reports, proposals, pamphlets, maps, grant data, and records on pesticide use including public hearing notices and copies of applicators' licenses and certifications.</p>	<p>Retain 3 years.</p>
<p>EBW-18</p>	<p>SANITATION FILES</p> <p>Records relating to sanitation functions, truck routes and activity. May include vehicle scale/tonnage reports, maps, routes, correspondence, newspaper clippings of public notices, manifests, logs and crew lists.</p>	<p>Retain 3 years.</p> <p>If records may be subject to potential litigation, retain permanently.</p>

Local Government Filesets, continued

<p>EBW-19</p>	<p>LANDFILL RECORDS</p> <p>Records relating to municipal landfill operations. May include certificates of insurance; ground water samples/analysis; EPA screening site inspection; preliminary assessments; state 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/postclosure records.</p>	<p>Permanent</p> <p>CERCLIS: Comprehensive Environmental Response, Compensation & Liability Act</p> <p>EPA: Environmental Protection Agency</p> <p>23 AAC 60.380 (a) (2)</p>
<p>EBW-20</p>	<p>UNDERGROUND STORAGE TANK RECORDS</p> <p>Documents registration and State certification.</p>	<p>Retain current registration and certification data 6 years. Retain maintenance and repair history for the life of the tank plus 6 years. If records may be subject to potential litigation, retain permanently.</p> <p>AS 46.03.360-450; 18 AAC 75, 18 AAC 78 & 40 CFR 280.</p>
<p>EBW-21</p>	<p>GEOLOGIC DATA</p> <p>Documents relating to slides, avalanches, borings/drainage, and other subsurface conditions including piling records.</p>	<p>Permanent</p>
<p>EBW-22</p>	<p>SEWER & WATER ASSESSMENT RECORDS</p> <p>Records relating to sewer and water connection assessments for tax purposes. May include location diagrams, inspections, measurements, photographs and abatements.</p>	<p>Permanent</p> <p>If Assessor administers Record Copy, keep 3 years.</p>
<p>EBW-23</p>	<p>SEWER LOCATION & CONNECTION RECORDS</p> <p>Records detailing sewer connections for individual properties and/or municipal sewer system. Includes location, diagram and address. May include system specifications, requests for location of sewer connections, surveys, sketches, inspection and work reports, and dye test requests and reports.</p>	<p>Permanent</p>
<p>EBW-24</p>	<p>WATER SERVICE & VALVE LOCATION RECORDS</p> <p>Records detailing water service connections for individual properties and/or shared water system. Includes location, diagram, address, type, date connection established, lengths, make, size, curb stop, main or gate valve.</p>	<p>Retain until the system is no longer in existence.</p>

Local Government Filesets, continued

<p>EBW-25</p>	<p>WATER SYSTEM MONITORING CHARTS & LOGS</p> <p>Graphs monitoring water distribution system including flow rates, pressure and elevation. Logs document water readings at individual pumping/meter stations including date, time, reading, number of gallons per minute, reader's name and remarks.</p>	<p>Retain 5 years.</p>
<p>EBW-26</p>	<p>WATER SYSTEM REPAIR & MAINTENANCE RECORDS</p> <p>Record of work performed and completed on individual water meters, connections and mains. May include meter number, manufacturer, readings, job descriptions, name, telephone number, locations, size and service number.</p>	<p>Retain 3 years.</p>
<p>EBW-27</p>	<p>WELL INFORMATION</p> <p>Includes well boring and well logs.</p>	<p>Retain 3 years.</p>
<p>EBW-28</p>	<p>WATER TESTING RECORDS</p> <p>Record of water testing and analysis conducted on water system. Records may include, but are not limited to, laboratory certificates of analysis; microbiological, sample analysis and other result reports; water supply summary sheet; monthly water quality logs; chain of custody forms; and, lead/copper/nitrate results.</p> <p>Retain lead & copper analyses, corrosion control sampling and source water treatment records 12 years.</p> <p>Retain records of action taken to correct violations of primary drinking water regulation 3 years after last action taken with respect to the applicable violation.</p>	<p>Retain bacteriological analysis, microbiological examinations and records relating to variances granted 5 years.</p> <p>Retain chemical, organic/inorganic chemical, radiological and turbidity analyses, and sanitary system survey data 10 years.</p> <p>18 AAC 70 18 AAC 72 18 AAC 80</p>
<p>EBW-29</p>	<p>WATER MANANGEMENT PLANS</p> <p>Plans mandated by Alaska Statute and regulated through the Alaska Administrative Code. Plans include, but are not limited to, Water Supply Management, Water Quality Protection and Wellhead Protection.</p>	<p>Permanent</p>
<p>EBW-30</p>	<p>WATER SERVICE APPLICATIONS & AGREEMENTS</p> <p>Applications and agreements for water service and supply. Data may include name, address, plat/lot numbers, district service and meter numbers. Signed agreement of terms and service may constitute contract.</p>	<p>Retain until obsolete, superceded or administrative need is met.</p>

Local Government Filesets, continued

EBW-31	METER READING BOOKS & CARDS Record of water usage for customers. Includes date of reading, reading figures, water consumed, meter number, size, manufacturer, owner, address and service number.	Retain 6 years.
EBW-32	RECYCLING & HAZARDOUS WASTE RECORDS Record of materials (metals, oil, antifreeze, brake/power steering fluid, asbestos, paint, freon, other waste) transported to the municipal recycling center/landfill. Data may include disposal authorizations/certifications, name of resident, address, date, materials delivered and vehicle registration number.	Retain 3 years. If records may be subject to potential litigation, retain permanently.

Local Government Filesets, continued

<p>LIC-1</p>	<p>BUSINESS LICENSES</p> <p>This fileset documents licensure and permitting of businesses located within the jurisdiction of the local governing body. May include copies of Alcoholic Beverage Control Board applications.</p>	<p>Retain 3 years after permit expires.</p> <p>Retain Denied, Rejected or Withdrawn License Applications 1 year.</p> <p>AS 05.15.020 (Games of Skill & Chance)</p>
<p>LIC-2</p>	<p>LICENSES & PERMITS (NONBUSINESS)</p> <p>Includes public gatherings, animal, bicycle, charity collections or events, public facility use, etc.</p>	<p>Retain 1 year after permit expires.</p> <p>Retain Denied, Rejected or Withdrawn License Applications for 6 months.</p> <p>[Refer to PZC-5 for Temporary & Conditional Use Permits.]</p>
<p>LIC-3</p>	<p>PERMITS REGISTER</p> <p>List of all nonconstruction permits issued by Licensing Department.</p>	<p>Retain 30 years.</p>
<p>LIC-4</p>	<p>SALES TAX REGISTRATIONS & REPORTS</p>	<p>Retain 3 years.</p>

Local Government Filesets, continued

<p>AS-1</p>	<p>ANNUAL TAX ASSESSMENT ROLLS</p> <p>Real and business property annual assessment rolls. Includes property description, assessed value of property and names/addresses of owners.</p>	<p>Permanent</p> <p>AS 29.45.160</p>
<p>AS-2</p>	<p>NOTICES OF ASSESSMENT</p> <p>Real and personal property assessment notices, including undeliverables.</p>	<p>Retain 6 years.</p>
<p>AS-3</p>	<p>CERTIFICATION FILES</p> <p>Consists of annual assessment roll certifications, including oil and gas lease properties, senior citizen, disabled, American veteran, and farm use, etc.</p>	<p>Retain 6 years.</p>
<p>AS-4</p>	<p>TAX APPEALS FILE</p> <p>Documents adjustment appeals made to the assessment review board. Includes written appeal, audio tapes and board certifications.</p>	<p>Retain 6 years.</p>
<p>AS-5</p>	<p>REAL PROPERTY PARCEL MASTER FILE</p> <p>Fileset used to certify and document the assessed value of real property. Includes following exemptions: senior citizen, disabled American Veteran, Farm Use Deferment, Religious, Charitable, Educational.</p>	<p>Permanent</p>
<p>AS-6</p>	<p>SECTION LAND FILES</p> <p>Includes full legal description and chain of title information for all land parcels in township, section and range. Includes nonconforming (illegal) splits.</p>	<p>Until obsolete, superseded or administrative need is met.</p>
<p>AS-7</p>	<p>PERSONAL PROPERTY FILES</p> <p>Fileset used to certify and document the assessed value of personal property. Includes certifications, declaration forms, and miscellaneous information attached to property assessment.</p>	<p>Retain 6 years.</p>
<p>AS-8</p>	<p>REPORTS OF COLLECTION</p>	<p>Retain 6 years.</p>

Local Government Filesets, continued

AS-9	BUILDING & LAND INVENTORY RECORDS Fileset documents new building construction and razing/renovation of older buildings; and, tracks land, subdivision, resubdivisions, lot line removals, etc.	Retain 6 years.
AS-10	MARKET SALES PROGRAM RECORDS Includes property acquisition questionnaires and market sales program information.	Retain 6 years.

Local Government Filesets, continued

LM-1	LAND TOWNSHIP/RANGE/SECTION FILES Includes deeds, easements, cadastral surveys, entitlement documents, assembly actions and other legal documents.	Permanent
LM-2	LAND LOTTERY RECORDS Consists of financial reports, property pictures and land owner information.	Permanent
LM-3	MUNICIPAL ENTITLEMENT RECORDS History of land acquired from the State (selection, patent).	Permanent
LM-4	PROPERTY TAX FORECLOSURE RECORDS May include parcel inventory files and property acquired through tax foreclosure where repurchase rights have been extinguished.	Permanent

Local Government Filesets, continued

<p>PR-1</p>	<p>RECREATION PROGRAM RECORDS</p> <p>Records relating to programs and activities sponsored or developed by the Parks & Recreation Department. Included are sports programs (soccer, softball, baseball, ice skating, basketball, aerobics, races), arts, charitable events, day camps, luncheons and picnics. Documents may consist of player rosters, sponsor forms, practice notices, schedules, tournament seedings, permission slips, drop out forms, worker lists, brochures, flyers and correspondence.</p>	<p>Retain 3 years.</p> <p>Keep photographs and program histories permanently.</p>
<p>PR-2</p>	<p>COACH/INSTRUCTOR/LIFEGUARD RECORDS</p> <p>Records relating to instructor, lifeguard, or coach certification and training. May include volunteer coach registrations, criminal background checks, reference and training videos, newsletters and other certifications.</p>	<p>Retain until obsolete, superceded or administrative need is met.</p>
<p>PR-3</p>	<p>RECREATION FACILITY RECORDS</p> <p>Records relating to maintenance, compliance and monitoring of municipal facilities including community recreation buildings, pools, ice skating rinks, arenas and athletic fields. Fileset may consist of inspection certifications, use permits, facility applications and licenses.</p>	<p>Permanent</p>
<p>PR-4</p>	<p>MAPS, PLANS & DRAWINGS</p> <p>Fileset documents topographic features, drainage, structures, proposed enhancements, etc. for parks. Includes utility maps, easements and as-builts.</p>	<p>Retain until obsolete, superceded or administrative need is met.</p> <p>Record copy may be administered by Engineering, Buildings & Public Works (EBPW-1).</p>
<p>PR-5</p>	<p>HORTICULTURE PROJECT FILES</p> <p>Consists of records relating to landscaping, tree and flower work, including requests, design plans and work orders.</p>	<p>Retain until obsolete, superceded or administrative need is met.</p>
<p>PR-6</p>	<p>HARBOR MASTER FILESETS</p> <p>Includes documentation relating to harbor master activity: hours worked, number of warnings and citations issued, remarks, and comments. Also consists of mooring permits issued, inspections conducted, USCG certifications and proofs of insurance.</p>	<p>Retain 3 years.</p>

Local Government Filesets, continued

PR-7	CULTURAL RESOURCES RECORDS Documentation of the functions and activities of the cultural resources officer. Includes case files, final reports, drawings, photographs, videos, plans, maps, etc.	Retain Record Copy permanently.
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Local Government Filesets, continued

<p>LIM-1</p>	<p>ACCESSION CARDS</p> <p>Documenting library/museum accessions and may include date purchased/amount, publisher, classification code, detailed descriptions, artifact care data, etc.</p>	<p>Retain until obsolete, superceded or administrative need is met.</p>
<p>LIM-2</p>	<p>CIRCULATION RECORDS</p> <p>May include privileged patron information, circulation cards, overdue notices, etc.</p>	<p>Retain until obsolete, superceded or administrative need is met.</p> <p>Confidential per AS 09.25.140.</p>
<p>LIM-3</p>	<p>SHELF LISTS, INVENTORIES & INFORMATION SYSTEMS</p> <p>Documenting repository materials.</p>	<p>Retain documentation file until obsolete, superceded or administrative need is met.</p> <p>Backup disaster recovery tapes are stored offsite for security. Tapes are rotated according to established Repository procedures.</p>
<p>LIM-4</p>	<p>ACCREDITATION FILES</p> <p>Documenting library and museum accreditation.</p>	<p>Permanent</p>

**LOCAL GOVERNMENT
GENERAL RECORDS RETENTION SCHEDULE
#300**

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