

CITY OF VALDEZ, ALASKA

RESOLUTION #25-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ,  
ALASKA, AUTHORIZING THE CITY CLERK TO DISPOSE OF CERTAIN  
CITY RECORDS

WHEREAS the records listed in 'Attachment A' are not of an historical, legal or administrative value; and

WHEREAS the records have exceeded the retention period outlined in the City of Valdez Records Retention Schedule as approved by Resolution No. 19-45.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, that:

The records listed in "Attachment A", have exceeded the retention period as approved by Resolution No. 19-45, and may be destroyed by the City Clerk as provided in Section 2.76.080 of the Valdez Municipal Code.

PASSED AND APPROVED this 4<sup>th</sup> day of February, 2025.

CITY OF VALDEZ, ALASKA

\_\_\_\_\_  
Dennis Fleming, Mayor

ATTEST:

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Sheri L. Pierce, MMC, City Clerk

## RESOLUTION #25-08

### February 2025 Destruction List -Attachment "A"

- 1994-2002 (Box #165), 1999 (Box #93), 1996-1998 (Box #370) & 2012-2021 Property Tax Exemptions (Deputy Clerk's Ofc.)-Record Series 13.3 - Retain for 3 years. Has met retention.
- 2015-2021 Public Records Requests-Record Series 5.5-Retain for 3 years. Has met retention.
- 2007, 2008, 2009 & 2017 Energy Assistance Applications-Record Series 9.6 Accounts Payable-Retain for 6 years. Has met retention.

#### Various Clerk's Department Files

- Ipad Agreements & IT Request Forms- Obsolete
- 2008 Personnel Regulations-Record Series 7.2-Retain for 10 years after updated/obsolete. Has met retention.
- Division of Community & Regional Affairs Report to the Director- Current Community Conditions: Fuel Prices across Alaska February 2009 Update- Obsolete
- Clerk's Office Equipment Manuals- Obsolete
- Clerk's Office Inventory- Obsolete
- 2008 Strategic Plan COPY - Obsolete
- 2018 Social Media Policy and Capital Facilities Personal Communication Device Policy-Record Series 1.2-Has met retention/superseded.
- 2010-2012 City Manager Reports-COPIES - Obsolete
- City Manager Reading Files- Record Series 1.1 General Administration- Retain for 1 year unless needed for administrative purposes. Has met retention.
- Various Public Officials Bonds-Expired-Record Series 1.8 Retain for 6 years after expiration. Has met retention.
- 2004 Organizational Chart- Record Series 7.6-Retain until obsolete, superseded or until obsolete, superseded or administrative / management need is met. - Obsolete