

CITY OF VALDEZ, ALASKA

RESOLUTION NO. 19-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, ESTABLISHING A RECORDS RETENTION SCHEDULE FOR THE CITY OF VALDEZ AND REPEALING RESOLUTION NO. 02-57

WHEREAS, Resolution No. 02-57 which established the prior records retention schedule must be repealed due to changes in State and Federal regulations regarding government record keeping; and

WHEREAS, section 2.76.080 of the Valdez Municipal Code requires that the City Clerk prepare a record retention program and record retention schedule which specifies those records which must be retained permanently, or destroyed and disposed of routinely in the regular course of public business; and

WHEREAS, all records destroyed shall be certified by the City Clerk as having no legal or administrative value or historical interest and a record of disposal shall be transmitted to the City Council in the form of a report.

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

Section 1. Resolution No. 02-57 is hereby repealed.

Section 2. The Records Retention Schedule for the City of Valdez, Alaska, shall be the schedule outlined in "Exhibit A" attached hereto and incorporated herein by reference.

Section 3. Following approval by the City Council, the City Clerk shall have the authority to destroy records determined to have no historical, legal, or administrative value, as outlined in "Exhibit A".

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this 3rd day of September, 2019.

CITY OF VALDEZ, ALASKA

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Jeremy O'Neil, Mayor

ATTEST:

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Sheri L. Pierce, MMC, City Clerk