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CITY OF VALDEZ DEPARTMENT, BOARDS, COMMISSIONS AND OTHER

ACRONYMS

A

AAC – Alaska Administrative Code

ACH – Automated Clearing House

ACS – Alaska Court System

ADMIN – Administration (City Department)

AP – Accounts Payable

APOC – Alaska Public Offices Commission

AS – Alaska Statutes

C

Cap Fac – Capital Facilities (City Department)

CD – Compact Disc

CERCLIS – Comprehensive Environmental Response, Compensation & Liability Act

CFR – Code of Federal Regulations

CIP – Capital Improvement Projects

COV – City of Valdez

CUP – Conditional Use Permit

D

DFYS – Division of Family and Youth Services

DOJ – Department of Justice

DOSH – Department of Occupational Safety and Health

DVD – Digital Optical (Video) Disc

E

EDC – Economic Development Commission (Commission)

EEO – Equal Employment Opportunity

EFTPS – Electronic Federal Tax Payment System

EMS – Emergency Medical Service

EPA – Environmental Protection Agency

F

FBI – Federal Bureau of Investigation

FEMA – Federal Emergency Management Agency

G

GASB – Government Accounting Standards Board

GIS – Geographic Information System

H

HR – Human Resources (City Department)

I

IRS – Internal Revenue Service

IT – Information Technology (City Department)

L

LAN – Local Area Network

N

NCIC – National Crime Information Center

NSF – Non Sufficient Funds

O

OSHA – Occupational Safety and Health Administration

P

P&H – Ports & Harbor (Commission)

P&R – Parks & Recreation (Commission)

P&Z – Planning & Zoning (Commission)

PERS – Public Employees Retirement System

PIO – Public Information Office/Officer

PRCS – Parks, Recreation and Cultural Services (City Department)

PW – Public Works (City Department)

S

SOA – State of Alaska

T

TRS – Transamerica Retirement Solutions

U

UCR – Uniform Crime Report

USDOL – United States Department of Labor

V

VMC – Valdez Municipal Code

W

WAN – Wide Area Network

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
General Administration						
1.1	General Correspondence	Correspondence authored by staff in any Department.	ALL	SOA Schedule #300.1 1.1	*3 years	Letters received/sent and reading files of department heads. *Check for historical value prior to destruction.
	Reading Files	Copies of outgoing letters and memoranda.			1 year unless needed for administrative purposes.	
1.2	Policies and Procedures		ALL	SOA Schedule #300.1 1.3		
	Major	Including rules & regulations and consist of the Record Copy formalized by any Department.			Permanent or until obsolete.	Retain Record Copy in Clerk's Office to ensure adequate paper trail.
	Minor	Includes all other lower level policies, procedures, rules and regulations.			Until obsolete, superceded or administrative / management need is met.	
1.3	Reports	Monthly, Statistical, Performance, Damage & Vandalism, Safety, Monitoring, Etc.	ALL	SOA Schedule #300.1 1.4.2	Until obsolete, superceded or administrative / management need is met.	
1.4	Administrative Studies/Special Projects	Includes final reports and backup data regarding major administrative studies and special management projects.	ADMIN	SOA Schedule #300.1 1.5	Final reports are Permanent.	Review backup data for archival value.
						Clerk's Office will hold the Record Copy.
1.5	Department Historical Files	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	ALL	SOA Schedule #300.1 1.6	Permanent for the life of the media.	Also includes information officer project materials, department head speeches, written histories, monographs, brochures, pamphlets, Etc. Other items include electronic magnetic or micromedia.
1.6	Equipment Records	Warranty information, instruction/operating manuals, repair/maintenance history.	ALL	SOA Schedule #300.1 1.17	For the life of the equipment.	

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
1.7	Transitory and Miscellaneous Administrative Information	Telephone logs, correspondence tracking logs, file plans, purchasing logs, property inventories, message books, appointment books/calendars, bulletins E.G. - mailroom logs/registers	ALL	SOA Schedule #300.1 1.11	Until obsolete, superceded or administrative / management need is met.	Certified/registered, postage meter, word processing drafts, day sheets, assignments, suspense files, form files, printing/stocking requests, fuel inventory sheets and other indices.
1.8	City Officials' Bonds		Clerk	SOA Schedule #300.1 1.18	*6 years after expiration.	*Provided an audit has been conducted.
City Council, Commissions and Boards						
2.1	General Correspondence	Letters received/sent of Mayor, City Council, Clerk and Commissions.			*6 years.	*Check for historical value prior to destruction.
2.2	Agenda Packets	Collection of collated information submitted for a specific City Council, Commission or Board meeting.		SOA Schedule #300.1 2.1	Permanent until microfilmed.	Microfilm candidate.
2.3	Minutes	The official account of the proceeding and actions of governing body, boards, commissions, committees, community council and special work groups.	Clerk, Planning, P&R, P&H, EDC	SOA Schedule #300.1 2.1	Permanent.	Microfilm and keep archival paper copies.
2.4	Supporting Documentation and All Other Backup	Including but not limited to: Audio recordings, commission vacancies, correspondence, DVD's, meeting packets/ information and public notices.	Clerk, Planning, P&R, P&H, EDC	SOA Schedule #300.1 2.1.2	5 years.	
2.5	Oaths of Office and Appointments	Swearing in members of Council, Commissions and Boards: affirmations, acknowledgements, notices of appointments/resignations.	Clerk	SOA Schedule #300.1 2.6 AS 29.20.600	Permanent. Microfilm candidate.	List of members with terms/ dates of appointment, and the code/executive order establishing the local government entity.
2.6	Conflict of Interest	Affidavit of Intent to do business with the City.	Clerk	SOA Schedule #300.1 2.7	6 years. AS 29.20.010	Elected/Appointed municipal officers and employees.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
2.7	Applications to Board or Commission	Includes application and thank you letter of interest.	Clerk		1 year.	To include Selected/Not Selected applicants.
2.8	Audio/Video Recordings of Public Meetings	Used for minute preparation.			Current plus 10 years.	Review for historical value before destruction.
2.9	Public Hearing Files	Documentation related to public hearings: notices of meeting, affidavit of publication, work papers, speaker signup sheets, written testimony, exhibits and audio/visual materials.		SOA Schedule #300.1 2.2	6 years.	*See <i>Minutes - 2.3</i> of this document.
					Record Copy of proceedings retained in minutes.	Certain files have historical value and should be retained permanently.
2.10	City Council Policies and Procedures		Clerk		Permanent.	
2.11	Proclamations		Clerk	SOA Schedule #300.1 2.4	Permanent. Microfilm candidate.	Issued/prepared by Mayor or local governing body.
2.12	Petitions	Initiatives/referenda/recall filed by private citizens/groups to request governing body action.	Clerk	SOA Schedule #300.1 2.3	6 years.	Certain files have historical value and should be retained permanently.
					Microfilm if historical.	
Legislative and City Clerk						
3.1	Incorporation Files	Articles of incorporation, creation of municipal government.	Clerk	SOA Schedule #300.1 2.8	Permanent. Microfilm candidate.	May include information related to investigations, decisions, borough, municipal logo and official municipal seal.
				AS 29.05		
3.2	Codes, Ordinances and Resolutions	May include charter, amendments, code, supplements, lists of all ordinance/resolution number and ultimate decision.	Clerk	SOA Schedule #300.1 2.5	Permanent. Microfilm candidate.	Maintain certified copy of all official ordinances in a separate ordinance file. Microfilm approved documents.
				AS 29.20.380		
3.3	Annexation Files	Includes petitions, correspondence, affidavits of publication, copy of ordinance and related public hearing backup records.	Clerk	SOA Schedule #300.1 2.9		Microfilm permanent documents.
	Passed				Permanent.	
	Failed				5 years.	

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
3.4	Public Notice	Includes public notices and notice of subdivision.			10 years.	As required in statute and code. Review for historical value.
3.5	Reapportionment and Redistricting Records	Municipal & school district reapportionment records; precinct boundaries; & district, municipal assembly & state boundary reapportionment documentation.		SOA Schedule #300.1 2.10	Permanent.	Microfilm permanent documents.
3.6	Public Information Office/Officer	Record Copies of: news/press releases, publications, clipping files, speeches, recordings, notices and pamphlets related to Public Information Office.	PIO		Permanent or for the life of the media.	May include electronic records not duplicated elsewhere. Refer to <u>Department Historical Files - 1.5</u> of this document.
3.7	Census Records	Documents state population estimates including residential data. *Consists of name, age,			Until superceded. Backup data 10 years.	*gender, marital status, residence address, number of children, annual income, etc.
3.8	Asset Inventories	Inventories of owned assets indication value, location, purchasing informaiton, etc.		SOA Schedule #300.1 2.13		The Government Accounting Standards Board (GASB) requires municipalities to record infrastructure as part of their fixed assets.
	Fixed				For the life of the asset or until State authorizes disposal of grant funded assets.	Backup records dealing with an asset may be disposed of per policy according to type: Grant, Purchase Order, Correspondence, etc.
	Non-Fixed				3 years.	
3.9	Lobbyist	State APOC reporting.	Clerk		6 years.	<u>For Contract information see Section 10 of this document.</u>
3.10	Social Media	All City accounts both internal and public facing.	Clerk		1 year - unless legal/controversial issue.	Kept in ArchiveSocial database. Accessible online.
Legal						
4.1	Attorney Opinion		Clerk	SOA Schedule #300.1 10.1	Permanent.	Microfilm candidate.
4.2	Litigation		Clerk	SOA Schedule #300.1 10.3	Permanent.	Microfilm candidate.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
4.3	Invoices/Summaries	Billing invoices and case summaries.	Clerk		*4 years.	*Confidential - Shred when retention is met.
4.4	Settlement Agreements		Clerk		Permanent.	Microfilm candidate.
Records Management						
5.1	General Correspondence		Clerk		3 years.	
5.2	Certificates of Destruction	Authorizing disposal of records per retention periods listed in this and other applicable records schedules.	Clerk	SOA Schedule #300.1 1.16.2	Permanent.	Microfilm candidate. Authorization to destroy unrecoverable damaged records.
5.3	Retention Schedules	Department records retention schedules.	Clerk	SOA Schedule #300.1 1.16.1	Permanent.	Microfilm candidate.
5.4	Records Inventory	Inventory of inactive records holdings and location.	Clerk		Permanent.	Zasio database, records center, warehouse.
5.5	Public Records Request/Log	Written request for public records received.	Clerk	SOA Schedule #300.1 1.14	3 years.	Log includes date of request, name of requestor and other related information.
5.6	Records Transfer Log	List of Department records being transferred to the Records Center	Clerk	SOA Schedule #300.1 1.16.3	Permanent.	Zasio database.
Elections						
6.1	General Correspondence	Biographies, photos, candidate binder of informaiton requests, correspondence.	Clerk		3 years.	Review for historical value before destruction.
6.2	Certificates of Election Returns (Regular and Special)	Individual machine numbers; polling place designation; date of election; total votes registered by machine, candidate, or referenda and signatures of election workers.	Clerk	SOA Schedule #300.1 8.2	Permanent.	Historical value. Certain certificates that are duplicated elsewhere or do not have archival value may be disposed of after administrative need is met.
6.3	Charter Measures / Amendments		Clerk		Permanent.	Historical value. Microfilm candidate.
6.4	Oaths of Office		Clerk		Permanent.	Elected Officials.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
6.5	Voting District Descriptions, Maps and Street Books	Descriptions of election precinct boundaries and maps indicating current voting district boundaries and numbers.	Clerk	SOA Schedule #300.1 8.14	Permanent. Microfilm candidate.	Street books consisting of alphabetical lists of streets (and house numbers where street encompasses more than one district) providing senatorial and representative numbers.
6.6	Notifications and Publications	Voter information flyers, candidate guide with blank forms and proof of publishing.	Clerk		Permanent.	Microfilm candidate.
6.7	Petitions	From date of filing or election; initiative, referendum, recall, Charter Amendments.	Clerk	SOA Schedule #300.1 8.10	*Permanent.	*May have historical value.
	Recount Petitions	Candidate requests for recount of individual, machine or paper ballot tallies.			4 years then destroy.	Includes candidates' reason for request.
6.8	Voted Ballots	Completed, Challenged, Rejected, Absentee and Special Needs.	Clerk	SOA Schedule #300.1 8.1 *AS 15.15.470	One month after election is certified then destroy.	*Retain longer if election is contested.
6.9	Election Registers and Tally Books	Consists of the following registers: precinct, final voting, questioned voter, special needs voting and absentee voter.	Clerk	SOA Schedule #300.1 8.4 *AS 15.15.470	4 years then destroy. *Retain longer if election is contested.	Also includes special needs voting applications.
6.10	Election Contest/Runoff Information	Contested election and runoff data.	Clerk		1 year after election is certified.	
6.11	DOJ Pre-Clearance Records	Includes request and approval pre-clearance for election.	Clerk	SOA Schedule #300.1 8.6	Permanent.	DOJ: Department of Justice
6.12	Candidate Lists	Data includes: name and address of candidate, order in which they will appear on the ballot, office sought and term of office.	Clerk	SOA Schedule #300.1 8.11	4 years then destroy.	List of candidates running.
6.13	Candidate Withdrawal	Includes candidate statement concerning reason for withdrawal.	Clerk	SOA Schedule #300.1 8.12	4 years then destroy.	Certificates of withdrawal.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
6.14	Election Officials' Records	May consist of recruitment materials, interest letters, training notes, acceptance forms, oaths and mileage reimbursement requests.	Clerk	SOA Schedule #300.1 8.13	4 years then destroy.	Includes absentee voting officials' documentation.
6.15	Campaign Disclosure	Municipalities must report to APOC when money is spent on informational campaigns.	Clerk	SOA Schedule #300.1 8.15	6 years then destroy.	APOC - Alaska Public Offices Commission
Human Resources Administration						
7.1	Individual Personnel Files	Official employment history: applications, resume, personal actions regarding hire/termination/promotion, performance appraisals, results from employment tests, insurance/benefits backup, family/medical leave act documentation, letters of commendation/reprimand, training certificates/history, driving records, drug/alcohol tests.	HR	SOA Schedule #300.1 6.1	50 years after employee is no longer employed by the department.	Department copy may be disposed one year after employee terminates.
						Documents no longer applicable to employer will be give to employee.
						Certain information is confidential.
	Employment History	Dates of hire/release, positions held and salary.		SOA Schedule #300.1 6.2	50 years.	Possible microfilm candidate. To include Performance Data.
7.2	Payroll Case Files	Documents employee salary and may include payroll action forms, PERS/TRS enrollment/change forms and IRS data.	HR	SOA Schedule #300.1 4.3 and *#300.1 4.4	10 years after employee terminates employment.	
	*Payroll Deduction Authorizations	*Includes reports and lists.			*4 years.	
7.3	Recruitment, Selection and Appointment Records	Consists of job applications, transcripts, recruitment notices, examinations, test answer sheets, score sheets, results, affidavits of publication and correspondence.	HR	SOA Schedule #300.1 6.3	Date of hire plus 2 years then destroy.	Certain information is confidential.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
7.4	Job Applications - Unsolicited		HR	SOA Schedule #300.1 6.4	1 year after receipt then destroy.	Certain information is confidential.
7.5	Master Examination Files	Samples of each test or examinaiton used in the selection and rating process of prospective employees, including answer keys.	HR	SOA Schedule #300.1 6.5	Until obsolete, superceded or administrative / management need is met.	
7.6	Organization Charts		HR	SOA Schedule #300.1 6.6	Until obsolete, superceded or administrative / management need is met.	
7.7	Salary Schedules		HR	SOA Schedule #300.1 6.7	Until obsolete, superceded or administrative / management need is met.	
7.8	Job Descriptions	Description of specific duties for each position.	HR	SOA Schedule #300.1 6.8	Until obsolete, superceded or administrative / management need is met.	
7.9	Job Class Specifications	Minimum qualifications (knowledge, skills and abilities) required for each job classification or position.	HR	SOA Schedule #300.1 6.9	Until obsolete, superceded or administrative / management need is met.	May list necessary education/ certifications, examples of duties, salary, category of position and distinguishing characters.
7.10	Classification/ Reclassification Action Case Files	Department action regarding specific positions/classifications.	HR	SOA Schedule #300.1 6.10	Until obsolete, superceded or administrative / management need is met.	
7.11	Alaska Human Rights Act Records	Records the age, race and sex of all applicants for employment and all employees.	HR	SOA Schedule #300.1 6.22	2 years.	*Authority.
				*AS 18.80		

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
7.12	Grievance Case Files	Documents grievances filed by employees against departments. Consists of grievance forms, investigative notes, reports, correspondence and related backup.	HR	SOA Schedule #300.1 6.11	Resolution and execution of any stipulation plus 5 years then destroy.	Relates to ALL employees.
						Certain information is confidential.
7.13	Unfair Labor Practice Case Files	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.	HR	SOA Schedule #300.1 6.14	For the life of the bargaining unit contract then destroy.	Review prior to destruction for cases that may have historical significance.
						Also includes cases dismissed, withdrawn or settled.
7.14	Training Course Files	Consists of nominations, schedules with course evaluations from participants, correspondence and rosters.	HR	SOA Schedule #300.1 6.15	3 years.	
	Traing Course Development Files	Course materials including audio /visual products, training aides, research materials, correspondence and other media, etc.		SOA Schedule #300.1 6.16	Until obsolete, superceded or administrative / management need is met.	Related to the development and/or presentation of training presentations.
7.15	EEO Administration Records	Includes quarterly utilization, compliance and annual reports; affirmative action plans; compliant case files; Departmental actions, and employment statistics.	HR	SOA Schedule #300.1 6.17	10 years.	*Certain information is confidential.
				*AS 18.80.115		
7.16	EEO Complaint Files	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.	HR	SOA Schedule #300.1 6.18	7 years after complaint is resolved. Retention complies with Title VII of the Civil Rights Act of 1964.	Discrimination charges may be on the basis of race, color, religion, natural origin, gender, etc.
				*AS 18.80.115		*Certain information is confidential.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
7.17	Employee Medical Records	Consists of on-the-job accident or illness/medical reports, lost time documentation, records used to monitor exposure, correspondence, etc.	HR	SOA Schedule #300.1 6.19	Record Copy 30 years from termination.	Includes employees exposed to blood-borne pathogens, formaldehyde, asbestos, mercury or other hazardous substances.
				AS 40.25.120 (Confidential)	Duplicate copies - 1 year after employee terminates.	
				29 CFR 1910.1001 (Authority)		
7.18	Injury and Accident Records	Includes incident/accident reports, medical evaluations, public safety officer reports, time loss documentation and other data relating to on the job injuries and accidents.	HR	SOA Schedule #300.1 1.10	6 years after resolution of incident/accident.	
7.19	Immigration Reform and Control Act (1986) - I-9 Forms	Employment eligibility verification forms retained by the employer.	HR	SOA Schedule #300.1 6.21	3 years from date of hire or 1 year after termination. Whichever is longer.	All employees, citizens and non-citizens hired after November 6, 1986 complete Section 1; Employers complete Section 2.
7.20	Personnel Regulations	The general terms and conditions associated with City employment.	HR		10 years after updated/obsolete.	To include the Drug and Alcohol Policy. *Microfilm candidate.
Risk Management						
8.1	Insurance Policies and Endorsements	Proposals, policies and endorsements, bonds, riders, correspondence, financial coding vouchers, billing info.	Finance	SOA Schedule #300.1 7.1	50 years after policy expires.	*Prior to destruction to determine if additional retention is required due to pending claims or litigation.
					*Legal will review all expired policies	
8.2	Workers' Compensation Claims	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.	Finance	SOA Schedule #300.1 7.3	40 years after case is inactive	May include death, permanent total disability, time loss and no time loss cases.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
8.3	Risk Management Claims	May include correspondence to/from claim adjusters, private attorneys, accident reports, summary/reports, payment orders/verification, pleadings/depositions and individual claim reports.	Finance	SOA Schedule #300.1 7.2	7 years after claim is settled and all legal aspects are resolved.	Accident reports to include any property damage and/or personal injury.
Finance and Audit						
9.1	General Accounting Records	Includes financial data regarding accounts payable/receivable, assessment of fines, payment of license fees, etc.	Finance	SOA Schedule #300.1 3.1	3 years provided an audit or other certified annual financial statement has been conducted.	May include work papers, spreadsheets, summaries, receipts and other data documenting Department accounting practices.
9.2	Department Budget Work Papers	Documents development of Department operating and capital budgets prior to presentation to local governing body.	Finance	SOA Schedule #300.1 3.3	3 years.	Includes budget instructions, submissions, backup documentation, cost allocations, annual estimates of revenue and amendments.
	Final Approved Budget				Permanent.	
9.3	Financial Reports - Audit	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.	Finance			
	Annual				Permanent.	
	Other Accounting and Financial Management Reports				Until obsolete, superseded or administrative/management need is met.	
9.4	Banking Records	Including/not limited to: journal /adjusted journal entries, bad debt/bankruptcy accounts, bank reconciliations, statements/investment records, budget amendments, check registers, cancelled checks.	Finance	SOA Schedule #300.1 3.7	3 years.	Provided an audit or other financial statement has been certified.
				8 AAC 85.020	Original Bank Statements - Current fiscal year plus 7 years then destroy.	To also include: loan applications and State of Alaska Bureau and Municipal Financial Report Form F-65.
				AS 43.20.200		

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
9.5	Ledgers and Journals, Revenue and Expenditure	Includes books of original entry.	Finance		6 years.	Electronic Year end document is Permanent.
9.6	Accounts Payable/ Purchasing	Including but not limited to: check copies, copies of purchase orders and any other supporting documentation, credit applications, credit card statements and journal entries, invoices/statements, records related to shipment or receipt of purchases, refund register, travel expense reimbursement and W9, 1096 and 1099 Forms.	Finance	8 AAC 85.020 AS 43.20.200	6 years.	Check copies related to grants are placed in the grant file. Check copies related to projects are kept in the project files and retained permanently.
9.7	Accounts Receivable	Including but not limited to: Daily cash receipts/reports, deposit slips, NSF check information, and records related to the receipt of revenues*	Finance	8 AAC 85.020 AS 43.20.200	6 years.	Provided an audit or other financial statement has been certified. *Including ACH payments.
9.8	Revenue Sharing/ Safe Communities Files	May consist of applications, correspondence, year-end audits/budgets.	Finance		3 years.	Municipalities are allocated money on a formula basis for public/ice roads, hospitals, fire departments, health clinics, etc.
9.9	Bond Transcripts	Includes cancelled/redeemed bonds/coupons documenting proof of issuance and payments to individual bondholders.	Finance		3 years.	Provided an audit or other financial statement has been certified.
	Bond Records	Bond summaries/terms.			Permanent.	
9.10	Foreclosure Files and Property Tax Foreclosure Records	Includes delinquency reports, billings, and petition of judgement, certified mailings, final judgements, and certificates of redemption.	Finance		Permanent. Microfilm candidate. Certain files may have archival value.	May include parcel inventory files and property acquired through tax foreclosures where repurchase rights have been extinguished.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
9.11	Bills of Sale - Equipment	Official documentation of sales transactions between government agency and buyer.	Finance		For the life of the equipment.	
9.12	Asset Management - Track Items over \$5000	Report by Department - building, equipment, land separate. Everything included.	Finance		3 years - Electronic.	Ever changing document. Original docs with AP files.
Procurement and Contracts						
10.1	Procurement Records Capital Improvement Projects (CIP)	Bid specifications/abstracts, requests for proposals, vendor solicitations, price quotations, purchase order/requisitions, contracts/leases, delivery orders*		SOA Schedule #300.1 5.1	20 years.	Accepted/awarded requests for proposals (RFP) are retained in the contract file and may have a longer retention requirement.
					**Review for historical value.	*Including correspondence and tracking logs.
10.2	Professional Services Contracts	Includes leases of equipment and agreements or contracts for services and supplies, software licenses and professional services contracts.			10 years after termination of contract.	Excluding CIP construction contracts and leases for City property. *Microfilm candidate.
				*AS 09.10.053	*Statute of limitations is 3 years for causes of action which accrued after August 7, 1997.	
Grants						
11.1	Projects - CIP	Correspondence/check copies, force account labor letters, grant application*	Finance		20 years.	Review for historical value. *To also include agreements and reports.
11.2	Intergovernmental	Including but not limited to: correspondence, grant application, agreement and reports.	Finance		Active plus 6 years.	
	Reimbursement				3 years from close out.	
11.3	Grant Applications - Not Awarded	Applications not approved or funded.	Finance	SOA Schedule #300.1 5.4	1 year after denial.	
11.4	Community Service Organization and Events Grants	Requests, agreements, awards.	Finance		2 years.	Done on a yearly basis - one budget cycle.
						Electronically kept in the COV Comptroller Drive.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
Payroll						
12.1	Payroll Register	Lists check number, employee name, net amount and financial coding.	Finance	SOA Schedule #300.1 4.1	1 year in Finance Department then permanent.	Permanent - Electronic.
	Payroll Journal			SOA Schedule #300.1 4.2	3 years.	Provided an audit or other financial statement has been certified.
	Employee Pay Record	Documents gross earnings, deductions and net pay for each employee.		SOA Schedule #300.1 4.7	Permanent.	Garnishment, payroll deductions, court orders, notification of pay step increases.
	Payroll Reports	Federal Insurance Contribution Act, unemployment insurance, summary/special detailed queries, stopped/reissued warrants, overtime and retirement.		SOA Schedule #300.1 4.11	4 years.	
	401k Accounting Records			SOA Schedule #300.1 4.14	Permanent.	
12.2	Timesheets (Leave Accounting)	Daily, weekly or monthly record of hours and documentation for accrued/used leave.	Finance	SOA Schedule #300.1 4.5	2 years.	Original sheet signed by employee.
12.3	Payroll Related Documents	Includes W-2 and W-4 forms, leave balance sheets.	Finance	SOA Schedule #300.1 4.6 and 4.8	7 years.	
12.4	Internal Revenue Service (IRS) Report	EFTPS Documentation - tax deposits transmitted to the federal government. Includes spreadsheets and other backup.	Finance	SOA Schedule #300.1 4.12	7 years.	EFTPS - Electronic Federal Tax Payment System.
		IRS reports/reconciliations - consists of 1099R and related reports, and 945. May include reconciliation's (work papers) regarding tax liability for retirees and their beneficiaries.		SOA Schedule #300.1 4.13	*7 years.	*Per 26 CFR 31.6001-1 after due date of approximate tax return period or date tax is paid whichever is later.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
Assessments						
13.1	Annual Tax Assessment Rolls	Property description, assessed value of property, names/ addresses of owners and oil/gas lease properties. Also includes the following exemptions: Senior Citizen, Disabled American Veteran, Community Purpose, Religious, Charitable and Educational.	Finance	SOA Schedule #300.1 15.1 AS 29.45.160	Permanent.	Real and business property.
	Real Property Parcel and Master File			SOA Schedule #300.1 15.5 AS 29.45.160	Permanent.	Used to certify and document the assessed value of real property.
13.2	Notices of Assessment	Real and personal property assessment notices.	Finance		3 years - Provided annual foreclosure process in place.	Electronic.
13.3	Tax Exemption Files	Senior Citizen, Disabled American Veteran and Community Purpose.	Finance Clerk		3 years.	Filed annually with the City.
13.4	Tax Appeals	Documents adjustment appeals made to the assessment review board. (Written appeal, audio tapes, board certifications)	Finance Clerk		3 years in Clerk's Office. Permanent record kept in tax card with property.	Three part form to be distributed to Clerk's Office, Tax Card and Property Owner.
Information Technology						
14.1	Electronic Folders (Staff Files)	Consists of Share, Individual, *Forms and Department Share	IT		4 years.	*Until use of form ceases then destroy.
14.2	City Website	Management/Policies and supporting documentation.	IT		Current plus 2 years.	
14.3	Information Systems Inventory	Hardware/Software inventory logs	IT		Current plus 2 years.	<i>System logs - 60 Days.</i>
14.4	Information System Manuals	Operating manuals and other related documentation	IT		Until disposition of asset.	Destroy or transfer to new owner.
14.5	Program Files and Directories	Backup tapes - not a record.	IT		Current.	
14.6	Network Information System	Configuration maps and plans.	IT		Current plus 4 years.	(LAN/WAN)
14.7	Software Program Management		IT		Current plus 2 years.	

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
14.8	Application Integrations		IT		Current plus 2 years.	
14.9	Business Process Workflows		IT		Current plus 2 years.	
14.10	City Software Design Documents	Includes functional/technical specifications, and user acceptance documents.	IT		Until software is no longer in use.	
14.11	Employee E-Mail	General correspondence , out of office/received notices, internal notifications.			2 years unless tied to a litigation case.	Move to Zasio database if tied to project or land files.
14.12	Drone Footage				60 Days.	Unless used as part of project/ case/GIS then it becomes Department Data.
14.13	Security Camera's Footage	Audio/Video recordings of City: infrastructure, buildings, vehicles, equipment.			30 Days.	
14.14	IT Helpdesk Requests	Requests for applications and system issues.	IT		1 year after request finalized.	
14.15	Automated/ Scheduled Tasks	Scheduled computer driven tasks.	IT		Until no longer needed for business.	
14.16	IT Systems Usage	Internet activity logs, fax and telephone logs.	IT		Until after activity then destroy.	
14.17	Internet Browsing	Browsing history/saved passwords/web forms/cookies	IT		Until no longer needed for business.	To include: Cache/temporary files
Capital Improvement						
15.1	General Correspondence		Cap Fac		2 years.	
15.2	Capital Improvement Projects (CIP)	Construction/Project related documents: contracts, operation & maintenance, specifications.	Cap Fac		Current plus 10 years. Microfilm candidate.	<i>Specifications and Operation & Maintenance is Permanent Record.</i>
15.3	CIP Construction Design Plans & Specifications	Operation & Maintenance. Final As Built.	Cap Fac		Permanent. Microfilm candidate.	<i>Specifications and Operation & Maintenance is Permanent Record.</i>

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
15.4	Capital Improvement Request Files	This series documents capital improvements to public facilities and transportation systems.	Cap Fac	SOA Schedule #300.1 12.9 AS 29.35.100	Keep until project is complete plus 6 years.	A list of projects are nominated and prioritized for funding, subject to governing body budget approval.
15.5	Construction Project Files	Specifications, contracts, plans, bids, evaluations, performance bonds, and correspondence documenting solicitation, selection, award/administration of contracts, professional service agreements.	Cap Fac		Until project is complete plus 10 years then destroy. Review for Historical value.	May include field reports, job accounting information, contract modifications, data relative to utilities and project close-out information.
15.6	Engineering Field & Bench Mark Books	Engineering field measurements, sketches and diagrams, including but not limited to, elevations, distance, bench marks, ridges, easements, drainage, ponding, and core test holes.	Cap Fac	SOA Schedule #300.1 13.3	Permanent. Microfilm candidate.	Reference copies may be disposed after all administrative need is met.
15.7	Work/Repair Requests & Complaints	Requests for work or repairs initiated by citizen complaint or internally.	Cap Fac PW	SOA Schedule #300.1 13.11	3 years then destroy.	Data may include name and number of complainant or requestor, location and type of work to be performed, dates and times of receipt/response.
15.8	Facility Maintenance Files	All documents, files and data relating to operation of facility: permits, utilities correspondence, reports, proposals, accounting, problems and enabling legislation.	Cap Fac	SOA Schedule #300.1 13.13	Life of the facility or until administrative need is met.	Official Record Copies of certain documents may be administered by other departments.
Planning and Business Licenses						
16.1	Planning & Zoning Enforcement Files	Documents complaints and action taken regarding the enforcement of Planning & Zoning regulations.	Planning	SOA Schedule #300.1 12.2	Until resolution of the case plus 6 years.	If litigation retain through end of litigation.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
16.2	Approved and Waivered Proposals	Documentation of official actions of the Planning & Zoning (P&Z) Commission and may include: amendments, approved master/preliminary plans, permits/agreements with State/Federal renewing agencies, site/impact analysis and written comments from	Planning	SOA Schedule #300.1 12.1	Permanent. Microfilm candidate.	May also include: affidavits/ legal opinions, bonds, cost estimates, final drawing(s) approval, final order, legal agreements, photographs, pleadings, project descriptions, questionnaires, records of public hearings, reports, subcontractor lists, tax certificates, test results, variances and vote totals.
	Denied and Withdrawn Proposals	Federal, State or other Municipal Agencies.			3 years.	
16.3	Land Classification and Land Management Case Files	Documents actions to classify or manage lands within the jurisdiction of the City. May relate to: acquisitions, leases, letters of entry, management agreements, resource sales and sales.	Planning		Permanent.	If case files are subject to litigation, retain until file no longer has legal value.
						Some files may have permanent archival value.
16.4	Conditional Use Permits (CUP)		Planning	SOA Schedule #300.1 12.5	Permanent.	Retain copy next to land file.
16.5	Site Selection Files	Documents site selection for proposed facilities - fire service, libraries, parks, police, schools.	Planning	SOA Schedule #300.1 12.6	Permanent. Microfilm candidate.	To include - utilities, water and sewer.
16.6	Coastal Management Consistency Reviews	State, Federal and Local reviews for conformance with Coastal Management reviews and plans.	Planning		Permanent.	
16.7	Flood Control Program Files	Includes erosion control studies, flood plain data, correspondence, maps and drawings documenting flood/erosion areas and specific problem parcels.	Planning	SOA Schedule #300.1 12.8	Permanent. Microfilm candidate.	FEMA (Federal Emergency Management Agency) requires these records to be retained permanently.
				AS 29.35.100		
16.8	Road Name Changes	Includes information regarding road name changes and copies of affidavit of publication.	Planning	SOA Schedule #300.1 12.11	Permanent. Microfilm candidate.	

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
16.9	Geographic Names Files	Consists of applications and backup data relating to the naming of mountains, lakes, streams and other geographic features.	Planning	SOA Schedule #300.1 12.10	Permanent. Microfilm candidate.	
16.10	Plans, Maps and Drawings	Plans, drawings, maps and as-builts 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.	Planning Cap Fac PW	SOA Schedule #300.1 13.1	Permanent. Microfilm candidate.	Logs or registers of plans, maps and drawings should be retained permanently.
						Reference copies may be disposed after all administrative need is met.
16.11	Permit Application Files	Permits include: construction, building, utility, drinking water (facilities), railroad and waste water disposal.	Planning	SOA Schedule #300.1 13.4	Permanent.	This is held permanently in the land file.
	Approved, Denied, Abandoned or *Withdrawn	May consist of applications, copy of permit, maps, site plans/plats, specifications, drawings, engineer/architect's certification, as-builts, inspection reports, accounting				*Applications are stamped 'Withdrawn' and held permanently in the land file.
	Inspection Files (Misc.)	Inspection reports including foundation, framing, electrical, plumbing and fire safety.		SOA Schedule #300.1 13.5	Until Certificate of Completion/ Occupancy is issued.	Once issued place in land file for permanent record.
16.12	Permits Register	List of all permits issued.	Planning	SOA Schedule #300.1 13.6 and 14.3	Permanent.	
16.13	Business Licenses - Approved	Includes licensure and permitting of businesses located within the jurisdiction of the local governing body.	Planning	SOA Schedule #300.1 14.1	Until permit expires plus 3 years	May include copies of Alcoholic Beverage Control Board applications.
	Denied, Rejected or Withdrawn				1 year then destroy.	

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
16.14	Right of Way and Easement Files (Originals)	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 sewage pipes, main, drains, signs and utilities.	Planning	SOA Schedule #300.1 13.7	Permanent. Microfilm candidate.	Also vacations (including section line and deeds of vacation), descriptions of easement areas, diagrams, plans, agreements, memoranda, correspondence and property disposition.
16.15	Subdivisions and Land Development Project Files	Records documenting property subdivisions. Including: site plan review, diagrams, drawings, plans/plats, specifications, boundary surveys.	Planning	SOA Schedule #300.1 13.8	*Permanent.	May include: applications, check lists, inspections, covenants, subsurface soils, memoranda and other analyses.
	*Approved				Until superceded/obsolete or administrative need is met.	
	Denied Applications					
16.16	Regulatory Compliance Files	Records documenting compliance with State/Federal requirements such as coastal resources management and freshwater wetlands.	Planning		Permanent.	May include: copies of applications for authorization to perform work, requests for preliminary determinations, complaints, notices of violations, plans/maps, notices of public hearings, correspondence and memoranda.
16.17	Bridge Files	Cumulative history files for bridges. Includes: plans/specifications, material lists, bridge deficiency/inspection reports	Planning	SOA Schedule #300.1 13.10	Until superceded/obsolete or administrative need is met.	May include: reports, memoranda, correspondence, newspaper clippings, excavation permits and work orders.
16.18	Geologic Data	Documents relating to slides, avalanches, borings/drainage, and other subsurface conditions including piling records.	Planning	SOA Schedule #300.1 13.21	Permanent.	
Land Management						
17.1	Municipal Entitlement Records	History of land acquired from the State (selection, patent).	Planning		Permanent. Microfilm candidate.	

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
17.2	Land Township/ Range/ Section Files	Includes deeds, easements, cadastral surveys, entitlement documents, assembly actions and other legal documents.	Clerk Planning		Permanent. Microfilm candidate.	
17.3	Land Lottery Records	Consists of financial reports, property pictures, and land owner information.	Clerk Finance		Permanent. Microfilm candidate.	
17.4	Property Tax Foreclosure Records	May include parcel inventory files and property acquired through tax foreclosure where repurchase rights have been extinguished.	Clerk Finance		Permanent. Microfilm candidate.	Cross reference <u>Finance - 9.11</u> of this document.
Ports & Harbor						
18.1	General Correspondence		Harbor		2 years.	
18.2	Daily Deposit Reports	All sales to include invoice summary, payment summary, counter sale detail and receipts.	Harbor		Current plus 1 year.	<i>Finance keeps this 6 years. See section 9.7 of this document.</i>
18.3	Monthly Reports		Harbor		Current plus 1 year.	
18.4	Tenant Files	To include moorage agreement, boat registration documents, insurance and correspondence.	Harbor	SOA Schedule #300.1 17.6	3 years then destroy	
	Transient Moorage Agreement					
18.5	Boat Lift Agreements	Conditions of use, Service Contract	Harbor		Current plus 5 years.	
18.6	Hot Work Permits	Hot work such as welding done on a vessel.	Harbor		30 days.	
18.7	Meter Forms	Electric meter used for billing purposes.	Harbor Port		2 years. *	*Harbor - When vessel is sold or leaves then destroy.
18.8	Impounds	Vessel impounds - derelict vessels.	Harbor		5 years.	
18.9	Late Balance Aging / Notification Letters	Documentation of unpaid accounts.	Harbor		3 years provided an audit is done.	Refer to <u>Finance - 9.1</u> of this document.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
18.10	Daily Log/ Receipt/ Work Order Books, Service Scheduling Calendars	Vessel mooring logs.	Harbor		2 years if stats are in place.	Annually.
					5 years if stats not compiled.	
18.11	Returned Mail	Undeliverable invoices, notices or other information.	Harbor		1 year.	
18.12	Write-Offs	Finance Department will send accounts that are 120 days and more to collections.	Harbor		5 years.	These are brought to the governing body (City Council) quarterly.
18.13	Manuals/Plans	Equipment manuals, 'as built', final design or 100% drawings.	Harbor		Equipment/Facility Life Time.	Miscellaneous
18.14	Port Statistics	Vessel mooring logs.	Port		10 years.	This includes ALL statistics.
18.15	Landing Requests	"Berthing application's"	Port		3 years.	
18.16	Kelsey Dock	Kelsey Dock, Plaza and Uplands Facility	Port		3 years.	Rental Applications and Shipping/Cargo Manifests
18.17	Valdez Container Terminal	Container Terminal information	Port		3 years.	Shipping/Cargo Manifests.
18.18	Airport	Subleases for airport	Port		5 years after end of lease.	Valdez Pioneer Airport Facility Information.
18.19	Tariff		Port		4 years.	Sets rules, regulations and fees for the using the port facilities.
18.20	US Coast Guard	To include permitting and inspections.	Port	SOA Schedule #300.1 17.6	3 years then destroy.	
Parks & Recreation and Cultural Services						
19.1	General Correspondence		PRCS		2 years.	
19.2	Accident Forms	Relating to all Parks & Recreation activities, events, programs, camps and facility use.	PRCS	Valdez Municipal Code (VMC) 2.76.080	20 years - Microfilm.	

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
19.3	Recreation Program Records	Relating to programs and activities sponsored or developed by the Parks and Recreation Department. Included are sports programs, arts, charitable events, day camps, luncheons and picnics.	PRCS	SOA Schedule #300.1 17.1	3 years then destroy*	Documents may consist of registration forms, activity waivers, sign-in sheets, photo releases and ski hill waivers.
	Program Histories and Photographs				*Unless an accident is involved with the individual, then keep permanently.	
19.4	Climbing Wall	Relating to all Rock Wall facility use.	PRCS		Permanent. Microfilm candidate.	Brochures, flyers, rosters, sponsor forms, practice notices, schedules, tournament seedings, worker lists.
					7 years then destroy*	
19.5	Recreation Center Rentals	Applications to rent out the Recreation Center.	PRCS		*Unless an accident is involved with the individual, then keep permanently.	Annual waivers.
19.6	Coach / Instructor / Lifeguard Records	Relating to instructor, lifeguard or coach certification and training.	PRCS	SOA Schedule #300.1 17.2	1 year then destroy.	Waiver retained for 5 years. Possible microfilm candidate.
19.7	Recreation Facility Records	Relating to instructor, lifeguard or coach certification and training.	PRCS	SOA Schedule #300.1 17.3	Until superceded / obsolete or administrative need is met.	May include volunteer coach registrations, criminal background checks, reference and training videos, newsletters and other
19.8	Horticulture Project Files	Relating to maintenance, compliance and monitoring of municipal facilities including community recreation buildings, pools, ice skating rinks, arenas and athletic fields.	PRCS	SOA Schedule #300.1 17.5	Permanent. Microfilm candidate.	This series may consist of inspection certifications, use permits, facility applications and licenses.
		Relating to landscaping, tree and flower work, including requests, design plans and work orders.	PRCS		Until superceded / obsolete or administrative need is met.	

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
19.9	Maps, Plans and Drawings	This series documents topographic features, drainage, structures, proposed enhancements, etc. for parks.	PRCS	SOA Schedule #300.1 17.4	Until superceded / obsolete or administrative need is met.	Includes utility maps, easements and as-builts. Official record copy may be administered by Capital Improvement and Public Works.
19.10	Tree Files	Records relating to tree maintenance, planting and removals.	PRCS	SOA Schedule #300.1 13.17	3 years then destroy.	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.
Library						
20.1	Accession Records *De-Accession Records	Documenting accessions and may include date purchased/amount, publisher and classification code.	PRCS	SOA Schedule #300.1 18.1 & 18.2	This is an internal system tracked through the Library and are Permanent.	*Items transferred, returned to donor or disposed. No paper records kept but reports can be produced.
20.2	Circulation Records	May include privileged patron information, circulation cards, overdue notices, etc.	PRCS	SOA Schedule #300.1 18.3 *AS 09.25.140	Until superceded / obsolete or administrative need is met then destroy.	*Confidentiality of Library Records.
20.3	Shelf Lists, Inventories and Information Systems	Documenting repository materials.	PRCS	SOA Schedule #300.1 18.4	Until superceded / obsolete or administrative need is met.	Backup disaster recovery tapes are stored offsite for security. Tapes are rotated according to established Repository procedures.
20.4	Accreditation Files	Documenting library accreditation.	PRCS	SOA Schedule #300.1 18.5	Permanent. Microfilm candidate.	
Public Works						
21.1	Snow Plow Files	May include maps, routes, correspondence, logs, crew lists or other documentation relevant to snow removal.	PW	SOA Schedule #300.1 13.16	Until superceded / obsolete or administrative need is met.	Records relating to snow plow routes and activity.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
21.2	Sanitation Files	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.	PW	SOA Schedule #300.1 13.18	*3 years then destroy	*If records may be subject to potential litigation, retain permanently.
21.3	Landfill Records	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 analysis/results, engineering, operating, contingency, sedimentation and erosion control plans, hydrogeological reports, monitoring logs, CERCLIS documentation, site access agreements, and closure/post-closure records.	PW	SOA Schedule #300.1 13.19	Permanent. Microfilm candidate.	EPA - Environmental Protection Agency CERCLIS - Comprehensive Environmental Response, Compensation & Liability Act 23 AAC 60.380 (a) (2)
21.4	Underground Storage Tank Records Maintenance and Repair History	Documents registration and State certification.	PW	SOA Schedule #300.1 13.20, 13.20.1, 13.20.2	For the life of the tank plus 6 years.	If records may be subject to potential litigation, retain until litigation complete. AS 46.03.360-450; 18 AAC 75, 18 AAC 78 & 40 CFR 280
21.5	Sewer and Water Assessment Records	Records relating to sewer and water connection assessments for tax purposes.	PW	SOA Schedule #300.1 13.22	* Permanent. Microfilm candidate. * 3 years if Assessor administers Official Record Copy.	May include location diagrams, inspections, measurements, photographs and abatements.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
21.6	Sewer Location and Connection Records	Records detailing sewer connections for individual properties and/or municipal sewer system. Includes location, diagram and address.	PW	SOA Schedule #300.1 13.23	Permanent. Microfilm candidate.	May include system specifications, requests for location or sewer connections, surveys, sketches, inspection and work reports, and dye test requests and reports.
21.7	Water Service and Valve Location Records	Records detailing water service connections for individual properties and/or shared water system.	PW	SOA Schedule #300.1 13.24	Until system is no longer in existence.	Includes location, diagram, address, type, date connection established, lengths, make, size, curb stop, main or gate valve.
21.8	Water System Monitoring Charts and Logs	Logs document water readings at individual pumping /meter stations including date, time, reading, number of gallons per minute, reader's name and remarks.	PW	SOA Schedule #300.1 13.25	5 years then destroy.	Graphs monitoring water distribution system including flow rates, pressure and elevation.
21.9	Water System Repair and Maintenance Records	Record of work performed and completed on individual water meters, connections and mains.	PW	SOA Schedule #300.1 13.26	3 years then destroy.	May include meter number, manufacturer, readings, job descriptions, name, telephone number, locations, size and service number.
21.10	Well Information	Includes well borings and well logs.	PW	SOA Schedule #300.1 13.27	Until system is no longer in Existence.	
21.11	Water Testing Records	Record of water testing/analysis conducted on water system. Lead/copper analysis, corrosion control sampling & source water treatment records. Chemical, organic/inorganic chemical, radiological/turbidity analysis & sanitary system survey data. Records of action taken to correct violations of primary drinking water	PW	18 AAC 70 18 AAC 72 18 AAC 80	20 years. Keep electronically.	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.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
21.12	Water Management Plan	Plans mandated by Alaska Statute and regulated through the Alaska Administrative Code.	PW	SOA Schedule #300.1 13.29	Permanent. Microfilm candidate.	Plans include, but are not limited to: Water Supply Management, Water Quality Protection and Wellhead Protection.
21.13	Maintenance Work Orders and Logs	Record of work performed and completed related to electrical, sewer, gas, street or water systems	PW	SOA Schedule #300.1 13.12	Until system is no longer in use.	Data may include: date, time, order number, location, description of work, authorization, names of staff performing work, itemized labor, equipment and material information.
21.14	Water Service Applications and Agreements	Data may include: name, address, plat/lot numbers, district service and meter numbers.	PW	SOA Schedule #300.1 13.30	Until superceded / obsolete or administrative need is met.	Applications and agreements for water service and supply. Signed agreement of terms and service may constitute contract.
21.15	Meter Reading Books and Cards	Includes date of reading, reading figures, water consumed, meter number, size, manufacturer, owner, address and service number.	PW	SOA Schedule #300.1 13.31	6 years then destroy.	Record of water usage for customers.
21.16	Recycling and 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.	PW	SOA Schedule #300.1 13.32	Permanent. Microfilm candidate.	Data may include disposal authorizations/certifications, name of resident, address, date, materials delivered and vehicle registration number.
Public Safety - Fire						
22.1	EMS Incident Reports	Reports of any incident that involved Emergency Medical Services.	Fire	SOA Schedule #300.1 11.26	10 years then destroy.	
22.2	Accreditation Files	Standards, goals/objectives, status/progress reports and other documentation relating to accreditation.	Fire	SOA Schedule #300.1 11.23	Until superceded / obsolete or administrative need is met.	Also applies to <u>Public Safety - PD - 23.24.</u> Also for review to maintain accreditation.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
22.3	Fire Investigation Files	Record of fire department investigations of suspicious or incendiary fires. May include reports*, video evidence**, memoranda, diagrams, or other documentation relating to investigation.	Fire	SOA Schedule #300.1 11.25	Until investigation is closed plus 30 years then destroy.	*Fire, rescue, investigators, State Fire Marshal, police, casualty, insurance
						**Photographs, video cassettes, cd's
22.4	Fire Inspection / Compliance Files	This series 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 to include surveys and applications for	Fire	SOA Schedule #300.1 11.27	6 years.	Retain building plans until <i>Certificate of Occupancy</i> is issued and plans are of no further administrative value.
22.5	Permits/Licenses Issued	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.	Fire	SOA Schedule #300.1 11.28	Until permit expires plus 3 years then destroy.	
22.6	Variances	Variances issued by local governing body.	Fire	SOA Schedule #300.1 11.29	Life of the building or until occupancy classification is legally changed.	Note: Variances may form part of <i>Fire Inspection/ Compliance Files</i> - 22.4

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
22.7	Violation/Complaint Files	Record of violations and complaints relating to the <i>Fire Safety Code</i> .	Fire	SOA Schedule #300.1 11.30	Until resolution of complaint plus 3 years then destroy.	May include name, time, address, location of violation/complaint, complaint summaries, investigation reports, disposition and Department follow-ups.
22.8	Fire & Rescue Response Dispatch Cards & Logs	Data may include type of call*, complainant name, address/ phone number, name of dispatcher, time received/ dispatched to scene and recalled, rescue or engine numbers responding.	Fire	SOA Schedule #300.1 11.32	3 years then destroy.	Record of incoming calls received by the Department. *Phone, radio, in person
22.9	Fire & Rescue Alarm Response Tapes	Machine tape recording of alarms received detailing box number, location, date and time alarm received.	Fire	SOA Schedule #300.1 11.33	1 year then destroy.	
22.10	Fire & Rescue Response Alarm Response Cards	Record detailing location and appropriate response for alarms from individual boxes.	Fire	SOA Schedule #300.1 11.34	Until superceded / obsolete or administrative need is met.	Information may include location, contact names, number of vehicle(s) to respond and standby vehicles.
22.11	Fire & EMS Training Records	Consists of correspondence, course descriptions, training dates and exam results.	Fire	SOA Schedule #300.1 11.35	Until termination of employee or volunteer no longer active plus 6 years.	Upon termination or volunteer no longer active records will be given to employee/volunteer.
22.12	Fire Prevention Education Programs	Multimedia materials used in fire prevention education including brochures, films, cd's, posters, pamphlets and other program resources.	Fire	SOA Schedule #300.1 11.36	Until superceded / obsolete or administrative need is met.	
22.13	Equipment Inspection Records	Inspection - vehicles, mechanical systems, hoses, hydrants, ladders*, mask service information - Service records.	Fire PW	SOA Schedule #300.1 11.38	3 years then destroy.	*Ground and Aerial. To include - model, serial number, purchase date, type, cubic feet of tank.
	Mask Service and Ladder Information				Until replaced or no longer in service.	

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
22.14	Apparatus Accident Files	Department record of accidents involving municipal fire/rescue vehicles. May include police reports, witness statements, memoranda, diagrams, photographs and related documentation.	Fire PW	SOA Schedule #300.1 11.39	3 years then destroy*	*Retain longer if involved in litigation. Consult with legal counsel prior to disposition.
22.15	Fire Hydrant Identification Files	Record of individual fire hydrants in service.	Fire PW	SOA Schedule #300.1 11.40	Until hydrant is no longer in service.	Data may include identifying characteristics of each hydrant including location, date installed, size of lead, make, number of turns to open, size
22.16	Oil Spill Preparedness Files	Includes information relatd to oil spill drills, incidents and inspections.	Fire PW		Permanent. *Microfilm candidate.	*If related to TAPS or VMT.
22.17	Hazardous Materials/ Substances Right To Know Files	Detailed product/chemical identification listings supplied by individual employers that hold/use/sell products considered hazardous by the USDOL, DOSH. USDOL forms/safety data sheets, emergency/ hazardous chemical inventory forms, company emergency plans, inspection reports, other mandated documentation relating to hazardous substances.	Fire Cap Fac PW	SOA Schedule #300.1 11.42		USDOL = United States Department of Labor
	Annual Updates				3 years then destroy.	DOSH = Department of Occupantional Safety & Health
	All Other Records				C plus 7 years then destroy.	C = As long as the employer does business in the municipality.
22.18	Hazardous Material Incident Files	May include hazardous incident reports, copies of fire/rescue reports, narratives and memoranda.		SOA Schedule #300.1 11.43	Permanent. Microfilm candidate.	

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
22.19	Hazard Communication and Safety Data Sheets	Lists of hazardous chemicals present in the workplace and copies of safety data sheets received with incoming shipments of chemicals and posted in the workplace.		SOA Schedule #300.1 6.20	30 years.	Record Copy retained by receiving department. OSHA mandated.
				*20 CFR 1910.1200; 1410.450		*Authority
Public Safety - Police						
23.1	911 Tapes/ Recordings	Audio tapes of incoming calls & outgoing dispatch instructions.	Police	SOA Schedule #300.1 11.31	30 days then destroy*	*Then re-use tapes.
23.2	Police Reports (Major & Minor)	Records complaint, report and follow-up for the following: felonies*, motor vehicle accidents with injuries, missing person (unsolved), misdemeanors, abandoned vehicles/structures, breathalyzer use, domestic violence, accidental/unexplained death, escapes.	Police		Permanent.	*May include property records; arrest, court, processing, disposition and consent to search documents, witness/ Miranda rights statements.
					COV - Retain 1 year. Microfilm.	
23.3	Field Interrogation Cards	Name and identifying data regarding persons questioned in the field, location, comments and disposition.	Police	SOA Schedule #300.1 11.3	5 years then destroy.	May include vehicle, NCIC checks and information used for analytical purposes.
						NCIC - National Crime Information Center
23.4	Investigation Case Files	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*.	Police	SOA Schedule #300.1 11.4	Permanent. Microfilm candidate.	*Item #23.3

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
23.5	Arrest Records	Cumulative information for each adult arrested including booking documentation*, fingerprint cards, photographs (mugshots), processing reports, copies from Police Report files, investigation reports, witness statements, signed Miranda rights, evidence examination requests and property record.	Police	SOA Schedule #300.1 11.5	Until person is deceased or 10 years then destroy*	*Name, arrest booking/AST number, address, date of birth, sex, occupation, physical description, offense, complaint report and disposition of case.
					*Retain records for the longer period.	Also to include - Rap sheets, court, process and disposition documents.
23.6	Outstanding Arrest Warrants	List may include name, date of birth, address, offense code, case number, warrant date, status, charging section.	Police	SOA Schedule #300.1 11.6	Until superceded / obsolete or administrative need is met.	
23.7	Use of Force Investigations	Investigations on the application of physical or deadly force. May include copies from complaint report file, inquiry and findings.	Police	SOA Schedule #300.1 11.7	7 years then destroy.	Per AS 09.10.070 a tort or civil rights claim against the State for use of force must be filed within two (2) years.
					Final report in Human Resources file.	
23.8	Internal Affairs Investigations	Investigations of complaints of alleged officer misconduct. May include reports, correspondence, statements, investigation documentation, findings and disposition.	Police	SOA Schedule #300.1 11.8	7 years then destroy.	Per AS 09.10.070 a tort or civil rights claim against the State for use of force must be filed within two (2) years.
					Final report in Human Resources file.	
23.9	Confidential Informant Files	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.	Police	SOA Schedule #300.1 11.9	Until informant is no longer active plus 7 years then destroy.	

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
23.10	Logs/Indices	May include the following type of logs/indices: radio/dispatch, tape control, officer/cruiser, patrol, detective, arrest booking, mugshot, missing person, Grand Jury, NCIC inquiry, evidence, juvenile arrest, administrative overtime*, staffing/daily roster/assignment	Police	SOA Schedule #300.1 11.10		*Documenting time in court, educational activities, assisting another officer.
	Miscellaneous				5 years then destroy.	
						Also to include - Unit, property recovery, radar, weapon, animal report, accident and towed vehicle.
23.11	Property Records	Individual record of property/evidence taken into custody.	Police	SOA Schedule #300.1 11.11	Until property is disposed of plus 3 years then destroy.	May include date, names, addresses, signatures, condition, description, serial numbers, location/bin, complaint report number, comments and disposition.
23.12	Stolen Property Lists	Received and internally produced lists and printouts of lost, stolen, found, pledged or pawned property.	Police	SOA Schedule #300.1 11.12	Until supercededed/obsolete or administartive need is met.	
23.13	Criminal Background Checks	Criminal background checks done as a consequence of requests from employers or local government requirements.	Police	SOA Schedule #300.1 11.13	1 year then destroy.	May include polygraph tests, FBI checks, interviewer notes, etc. Examples include school, day care or nursing home employees.
23.14	Sex Offenders Information	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.	Police	SOA Schedule #300.1 11.14	Until supercededed/obsolete or administartive need is met.	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.
23.15	Juvenile Prosecution Case Files	Case files prepared for purposes of prosecution. Includes copies from Arrest files.	Police	SOA Schedule #300.1 11.16	Until child reaches age of maturity plus 6 years.	

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
23.16	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.	Police	SOA Schedule #300.1 11.15	Until child reaches age of maturity plus 6 years.	Records must be kept separately from adult arrest records.
23.17	Abused/Neglected Child Notification	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 and investigation summary.	Police	SOA Schedule #300.1 11.17	3 years then destroy.	DFYS - Division of Family & Youth Services ACS - Alaska Court System
23.18	Holding Facility Records		Police	SOA Schedule #300.1 11.18		
	Prisoner's Personal Property & Inspection Records	Relating to inspection of security, health & safety systems such as fire detection/suppression, sanitation, security and first aid.			3 years then destroy.	
	Meal Records/Food Receipts & Housekeeping Records				Until audit is completed plus 1 year then destroy.	
23.19	Traffic Records	Includes summons books*, citations and tickets (also parking), notices for court appearances, etc.	Police	SOA Schedule #300.1 11.19	Until litigation over and case closed plus 1 year then destroy.	*Regarding operation, control or maintenance of motor vehicle violations.
23.20	Radar Reports	May include certification of calibration, routine radar check reports.	Police	SOA Schedule #300.1 11.20	Until equipment is disposed plus 2 years then destroy.	To include - certification of accuracy for tuning forks.

Code	Record Series Title	Record Series Description	Data Owner	Citation	Retention	Notes
23.21	Uniform Crime Report (UCR)	Monthly account of offenses & stolen/recovered property values.	Police	SOA Schedule #300.1 11.21	5 years then destroy.	Sent to the Alaska State Troopers.
23.22	Crime Statistics	Statistical compilations of crimes committed within the local jurisdiction.	Police	SOA Schedule #300.1 11.22	Permanent. Microfilm candidate.	
23.23	Animal Control	May consist of the following: 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.	Police		10 years.	May also include spay/neuter, euthanasia, vaccination, patrol, and abuse/cruelty information.
		Annual license renewal.			1 year.	
23.24	Nuisance Abatement	Notice of Abatement, Correspondence and Enforcement.	Police	Valdez Municipal Code (VMC) 8.20	7 years following final abatement action.	
Emergency Management						
24.1	Contingency & Emergency Service Plans			SOA Schedule #300.1 11.44	Permanent. Microfilm candidate.	