



## Agenda Statement

**File #:** RES 17-0007 **Version:** 1  
**Type:** Resolution **Status:** Passed  
**File created:** 2/28/2017 **In control:** City Council  
**On agenda:** 3/7/2017 **Final action:** 3/7/2017  
**Title:** #17-07 - Authorizing the City Clerk to Dispose of Certain City Records

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 17-07 Authorizing Records Destruction, 2. Res. No. 17-07 Attachment A - Records Center Boxes Destruction List (March 2017), 3. Res. No. 17-07 Attachment B - Zasio Database Document Destruction List (March 2017)

Date	Ver.	Action By	Action	Result
3/7/2017	1	City Council	approved	Pass

### **ITEM TITLE:**

Resolution #17-07 Authorizing the City Clerk to Dispose of Certain City Records

**SUBMITTED BY:** Allie Ferko, CMC, Deputy City Clerk

### **FISCAL NOTES:**

Expenditure Required: N/A  
Unencumbered Balance: N/A  
Funding Source: N/A

### **RECOMMENDATION:**

Approve Resolution #17-07 authorizing the City Clerk to dispose of certain city records.

### **SUMMARY STATEMENT:**

Chapter 2.76.080 of Valdez Municipal Code outlines the process by which the City Clerk may dispose of certain city records which are not of an historical, legal, or administrative value and have met their retention period as stated in the City's retention schedule.

*Chapter 2.76.080. Disposal of Records. The city council by resolution may authorize the disposal and method of disposal of the records listed in the record retention schedule found by the council to be without legal or administrative value or historical interest, including the periodic disposal of records in the regular course of business, and disposal of original records when microfilmed. The city clerk or the clerk's designee shall dispose of the records to be destroyed by cremation or other means determined to be appropriate by the city clerk. Upon disposal, the city clerk shall file, in the city clerk's*

*office and in the department from which the records were drawn, a descriptive list of the records disposed of and microfilmed and a record of the disposal itself. The city clerk shall transmit copies of the list and record of disposal to the city council, and the filing in the office of the city clerk of the list and record of disposal shall constitute a filing and preservation by the council of these documents.*

Please see attached reports (“Attachment A” and “Attachment B”) for specific records information.