



	Approved	Denied
Date Action Taken:	4/27/09	
Other:		
Verified by:	K. Smithers	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 09-19

TITLE: APPROVAL OF THE CITY OF WASILLA RECORDS RETENTION SCHEDULE VERSION 2.0

Agenda of: April 27, 2009

Date: April 8, 2009

Originator: Kristie Smithers, MMC, City Clerk

Route to:	Department	Signature/Date
X	Police Chief	<i>[Signature]</i> 4/10/09
X	Recreation & cultural Services Manager	<i>[Signature]</i> 4/10/09
X	Public Works Director	<i>[Signature]</i> 4/9/09
X	Chief Financial Officer	<i>[Signature]</i> 4/9/09
X	Deputy Administrator	<i>[Signature]</i>
X	City Clerk	<i>[Signature]</i>
X	Management Information Services Technician	<i>[Signature]</i> 9 APR 08

REVIEWED BY VERNE E. RUPRIGHT:

[Signature]

FISCAL IMPACT: yes \$ _____ or no Funds Available yes no

Account name/number:

Attachments: Records Retention Schedule – Version 2.0

SUMMARY STATEMENT:

It has been almost five years since the City adopted their first records retention schedule through AM No. 04-68. Since that time we have had active participation in the use of the city records management program by all departments in the City. We now have a records center and have daily activity of boxes being placed into and retrieved from the records center.

Over the past several months, the City's records coordinators have discussed the need to expand the description of many record series within the schedule. We have also

worked with Acumen Information Services (our records management consulting firm) to add and also combine categories on the schedule.

Also, many discussions have occurred about electronic records management. It has been determined that all electronic media has the same retention schedule as paper records. The IT staff is working with the Clerk to create a process for maintaining all electronic media.

The records maintained in the schedule are classified by records series. A record series is a broad category used to group like records together. Ownership is assigned at the records series level and is listed on the records retention schedule. Data owners are responsible for determining the retention requirements of the record, however, the Mayor, City Attorney, and City Clerk will have final authority in the disposal of City records.

We are pleased to present this updated schedule to the City Council for approval.

ACTION: Approval of the City of Wasilla Record Retention Schedule – Version 2 and repeal of AM No. 04-68, Records Retention Schedule - Version 1.

City of Wasilla
Record Retention Schedule Draft 3 - Version 2.0

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Citation	Comments/ Notes
ACC1000	Accounting - Accounts Payable/Purchasing	Vendor files may include the following: check copies, invoices/statements, copies of purchase orders and any other supporting documentation. Records related to shipment or receipt of purchases. Also includes Affidavits of Publication. See ACC1002 for grants and LEG2000 for government contracts.	Chief Financial Officer	6				8 AAC 85.020 AS 43.20.200	Attorney invoices from General City Attorney are held in the City Clerks Office. Detailed invoice information for HR related matters are held in Human Resources. Affidavits of Publication are owned by the City Clerk.
ACC1001	Accounting - Accounts Receivable	Records related to receipt of revenues. May include the following: special assessments, utility, PILA (payment in lieu of assessment), airport tie downs, sales tax and tax exemption forms.	Chief Financial Officer	6				8 AAC 85.020 AS 43.20.200	
ACC1002	Accounting - Accounts Payable/Receivable - Grants	Records include applications, agreements, receipts of revenue, vendor payments and other supporting documentation.	Chief Financial Officer	Active + 6				48 CFR 4.805 14 CFR 151.53 14 CFR 151.55 14 CFR 152.309 14 CFR 152.415	EPA and FAA grants have a retention requirement of Active + 10 (40 CFR 35.4105, 40 CFR 35.6705)
ACC1010	Accounting - Adjusting Journal Entries	Records used to transfer charges between accounts and for summarizing account information. Includes General Ledger and Budget journal entries. Final annual records only. See REF1005 for yearly accounting backup tapes.	Chief Financial Officer	10				8 AAC 85.020 AS 43.20.200	
ACC1020	Accounting - Payroll	Records related to the payment of salaries and wages, including deductions for benefits, taxes, etc. Includes salary, taxes, adjustments, garnishments, benefits, contributions and other adjustments to payroll checks; W-2, W-4 and 1099 forms. See HUM3000 for benefit records related to PERS. See REF1015 for yearly payroll backup tapes.	Chief Financial Officer	6				8 AAC 85.020	

City of Wasilla
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Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Citation	Comments/Notes
ACC1021	Accounting - Payroll - Timesheets	Records related to reporting of hours worked, including timesheets.	Chief Financial Officer	6				AS 23.50.080 8 AAC 85.020	
ACC2000	Accounting - Capital Property	Includes purchase and sales of property and equipment, depreciation, improvements, etc. Includes financial obligations associated with capital expenditures, purchase of land, buildings, equipment, furnishings, motor vehicles; material transfers work orders, additions or improvements to building or fixtures.	Chief Financial Officer	Active + 6				26 CFR 1.6045-4 (Consistent with Industry Standards)	
ACC9900	Accounting - General	Records related to accounting records not previously covered. Includes accounting reports, control documents; system input, maintenance and changes.	Chief Financial Officer	3					
ADM1022	Administration - Planning/Forecasting - Comprehensive Plan	The City's adopted comprehensive plan, including revisions to the plan.	Deputy Administrator	Indefinite (review every 50 years)					
ADM2010	Administration - Property Management - Inventory - Supplies	Records of property inventory used for departmental purposes. Includes controllable assets.	Each Department Head is Responsible for their own Inventory records	Superseded					Museum inventories of artifacts and collections are governed under AS.14.57
ADM2020	Administration - Property Management - Maintenance/Repair	Records related to the maintenance and repair of City property. Includes vehicle titles.	Director of Public Works	Active + 3					Vehicle titles are owned by the Chief Financial Officer
ADM3000	Administration - Policies/Procedures - Administrative	Records documenting formally adopted methods or processes for performing activities to ensure uniformity and compliance with City and legal requirements. Includes office and job practices, administrative handbooks and procedure manuals.	Deputy Administrator	Active + 10				45 CFR 164.530(J)(1) (consideration)	Keep copies of policies and procedures to demonstrate company practices in judicial or regulatory proceedings. Organizations may be judged according to its own written standards of conduct.
DM3000	Administration - Policies/Procedures - City Council Policy Statements	Records documenting City Council-approved methods or processes for performing activities to ensure uniformity and compliance with City Council and legal requirements.	City Clerk	Active + 10					

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Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Citation	Comments/Notes
ADM3021	Administration - Policies/Procedures - Records Destruction Certification	Certificates of records destructions forms.	City Clerk	Indefinite (Review every 50 years)					
ADM4000	Administration - Security	Records related to protecting employees, equipment, buildings and information. Includes security clearances, badges, password lists.	Each Department Head is Responsible for their own Security Records	3					
ADM6000	Administration - Public Records Log & Requests for Information	Records related to written requests from public, date of request, name of requestor and other related information.	City Clerk	Active + 3				SOA Local Government schedule 1 year NARA - 2 years	
ADM9900	Administration - General - Reading Files - General Correspondence and Administrative Records	Records to help accomplish the functions for which a person or department is responsible. Administrative records have value as long as they assist employees in performing either current or future work. The primary administrative use of most records is exhausted when the transactions to which they relate have been completed.	Each Department Head is Responsible for their own Administrative Records	Until Administrative Need is Met					For more detailed information on what is considered an administrative record, contact your departmental Record Coordinator.
APT0000	Airport Records	Records related to administering City Airport facilities. May include NOTAMS, inspection checklists, work orders, accident/incident reports and complaints.	Director of Public Works	3				14 CFR 91.417 14 CFR 139.339	
CEM0000	Cemetery Records	Information regarding ownership and interment.	City Clerk	Permanent					
CGB1000	Council or Governing Body - Boards and Commissions	Commission Resolutions - Adopted - Records relating to the official actions of the board or commission. May include, adopted minutes, agendas, resolutions and any other records that constitute the official accounts of the proceedings and actions of governing body. See CGB2000 for recording of the meetings.	Each Department Head is Responsible for their own Commission Records	Permanent					

**City of Wasilla
Record Retention Schedule Draft 3 - Version 2.0**

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Citation	Comments/Notes
CGB1005	Council or Governing Body - Ordinances & Resolutions, Agendas and Minutes - Adopted; Oaths of Office, Master List of Board, Commission and Committee Member Records	Ordinances & Resolutions - Adopted - Records relating to the adoption and amendment of all adopted ordinances and resolutions. Official Minutes and Agendas - Records that constitute the official accounts of the proceedings and actions of the council or workgroup(s) of the council. Oaths of Office - Records relating to oaths for boards, commission, committees, councils, elected officials, department heads, and police officers. Master list of names, terms and dates of service. Includes code book supplement files.	City Clerk	Permanent					
CGB1020	Council or Governing Body - Appointments to Boards and Commissions	Records related to appointments to boards, commissions, committees, and special work groups appointed by the mayor or council. Includes notices of appointments/resignations. Master list of appointments kept permanently, see CGB1000	City Clerk	Active + 6					
CGB2000	Council or Governing Body - Supporting documentation	Backup information related to meetings of a governmental body, may include meeting packets, correspondence, reports, transcripts, studies, background papers and recordings. Also includes records relating to initiatives, referendum, and recall filed by private citizens or groups requesting governing body action.	City Clerk	3					Audio Recordings are kept for 6 years.
CGB3000	Council or Governing Body - Proclamations/Certificates	Records issued/prepared by mayor or local governing body.	Mayor	Active + 3					Retention active during mayoral term, then retain three years. Work with the museum to determine possible historical value.
CGB4000	Council or Governing Body - Memorandums	Council (CM), Action (AM), and Information memorandums (IM).	City Clerk	Indefinite (review every 20 years)					

City of Wasilla
Record Retention Schedule Draft 3 - Version 2.0

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Citation	Comments/ Notes
EW1000	Public Works - Plans, Maps & Drawings - (Also Includes: Sewer Extensions, Sewer Main Lines, Sewer Location & Connection Records as well as Water Management Plan)	Plans, drawings, maps and as-builts or logs/registers of plans, maps and drawings. This includes, but not limited to, municipal buildings, streets, survey/plat, lot plans, tax assessment, layout/grade, sanitary sewers, easements, landfills, subdivisions, traffic control, water and fire lanes. Bridge Files - Records relating to cumulative history file for bridges. May include memoranda, correspondence, newspaper clippings, reports, plans/inspections reports and work orders. Site Selection Files - Documents site selection for proposed facilities including fire service, libraries, parks, schools, water and sewer. Benchmarks - Records recording benchmarks. Geotechnical Data - Records related to geotechnical information.	Director of Public Works	Permanent					
EW1300	Public Works - Facility Maintenance Files	Records relating to all documents, files and data relating to operation of facility, including permits, utilities correspondence, bids, reports, proposals, accounting, problems and enabling legislation. Includes Water System Repair & Maintenance Records and Well Information, as well as Water Service & Valve Locations Records.	Director of Public Works	Indefinite (review every 6 years)					
EW2000	Public Works - Construction Project Files	Records relating to 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.	Director of Public Works	Active + 6				AS 09.10.050 SOA Local Government schedule Active + 6 See also LEG2000	

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Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Citation	Comments/Notes
BW4000	Public Works - Permit Application Files - Includes: Construction, Utility, Drinking Water (facilities), Railroad, Waste Water Disposal	Records may consist of applications, copy of permit, maps, site plans/plats, as-builts, legal communications, copy of commission action, copy of public notices, etc.	Director of Public Works	Active + 6				AS 09.10.050 SOA Local Government schedule Active + 6 See also LEG2000	
BW7000	Public Works - Right of Way & Easement Files	Records relating to grant of easement 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. Includes temporary easements.	Director of Public Works	Permanent				AS 09.10.050 SOA Local Government schedule Active + 6 See also LEG2000	
LC1000	Elections - Permanent	Certificates of Election Returns - Regular & Special - History of election records consisting of copies of council certificate of election, election returns, and sample ballots. DOJ (Dept. of Justice) Preclearance Records - History of preclearance records relating to request and pre-clearance for election. Copy of DOJ letter to be copied on acid free paper and attached to ordinance if an ordinance was required.	City Clerk	Permanent					Prior to 2007 Original Council certificate of Election was filed with Council minutes which certifies the election.

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ELC2000	Elections - General	Candidates Lists - Records relating to list of candidates. Includes: name and address of candidate, declaration of candidacy, office sought and term of office and ballot layout. Election Officials' Records - Records relating to recruitment materials, interest letters, training notes, acceptance forms, oaths and mileage reimbursement requests and absentee voting officials' documentation. Election Registers & Tally Books - Records relating to the following registers: precinct, final voting, questioned voter, special needs voting and absentee and early voting. Also includes special needs voting applications. Other Election Material - Election results for poll and other manners of voting, certificate and affidavits of posting, Unsuccessful Candidates, Alaska Public Offices Public Disclosure Statements, and any other materials related to the election.	City Clerk	Active + 6				AS.15.15.470	See AS 15.15.470 if election is contested.
ELC3000	Elections - Ballots	Official election ballots	City Clerk	30 days				WMC 4.28.060	Per WMC 4.28.060
ENV1000	Environment - Testing	Records related to the testing, monitoring and analysis of the environment for hazardous substances. See ENV3000 for groundwater testing.	Director of Public Works	12				40 CFR 141.91 40 CFR 141.33	
ENV3000	Environment - Water/Air Pollution	Records related to discharge of pollution into water and air.	Director of Public Works	12				40 CFR 141.91	

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Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Citation	Comments/Notes
ENV9900	Environment - General	Records related to environment not covered elsewhere.	Director of Public Works	3					
FIN1000	Finance - Banking	Records related to banking activities. Includes deposits, checks, statements, reconciliations, check registers, daily cash receipts.	Chief Financial Officer	6				8 AAC 85.020 AS 43.20.200	
FIN3000	Finance - Investments/Debts/Collections/Bonds	Records related to the City's investments and debts. Records related to the monitoring, collecting and writing off of bad debts. Includes authorizations, supporting details of uncollectible accounts.	Chief Financial Officer	Active + 6				26 CFR 1.167(A)-11 AS 43.20.200	
FIN6010	Finance - Foreclosure Files	Records relating to foreclosures and includes delinquency reports, billings, petition of judgment, certified mailings, final judgments and certificates of redemption.	Chief Financial Officer	Active + 10				AS 09.10.030	Per AS 09.10.030 there is a 10 year statute of limitations on action to recover real property.
FIN7000	Finance - Permanent Records	Financial statements, reports, and background information submitted to government agencies. Includes Comprehensive Annual Financial Report and Final Approved Budget.	Chief Financial Officer	Permanent				AS 43.20.200	
FIN7010	Finance - Financial Statements - Audits, External	Audit work papers submitted by the City related to the annual financial audit.	Chief Financial Officer	7				AS 43.20.200 The City has determined to use the Industry Standard for audit records according to the Sarbanes-Oxley act of 2002	
IN8000	Finance - Purchasing	Records related to request for bids, bid review, receiving, inspection of merchandise, etc. See ACC1000 for accounting for actual purchases. See ACC1002 for bid documentation associated with grants, including records from unsuccessful bidders. See LEG2000 for purchasing contracts.	Chief Financial Officer	3					

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HIS1000	Historical	Records determined to possess significant long-term historical value.	Each Department Head is Responsible for their own Historical Records	Indefinite (review every 50 years)					
HUM1010	Human Resources - Benefits - Benefit Plans	Records related to city sponsored benefit plans. Includes insurance, pension, disability, medical, survivor programs, ESOP, PAYSOP, vesting criteria, leave entitlements, educational assistance, deferred compensation plans, correspondence explaining benefit plans. See LEG5000 for pension plans reports to government. See HUM1040 for permanent summary records related to PERS.	Deputy Administrator	Active + 6				29 USC 1027	
HUM1020	Human Resources - Benefits - Contributions/Distributions	Records related to contributions made and benefits distributed under city sponsored benefit plans. Includes insurance, pension, disability, deferred comp., etc. See HUM1040 for permanent summary records related to PERS.	Deputy Administrator	Active + 6				29 USC 1027	
HUM1030	Human Resources - Benefits - Employees Election of Benefits	Records of benefit options by employees for type and amount of participation in the City's benefit plans.	Deputy Administrator	Active + 6				29 USC 1027	
HUM1040	Human Resources - Benefits - PERS Summary Information (Terminated Employee Files)	All Quarterly Cumulative Register Reports and Status Change Request Reports.	Deputy Administrator	75 years				29 USC 1059	
HUM2000	Human Resources - Employee Selection	Records of general nature related to personnel requests, job postings, job applications, testing, advertising, interviews, etc.	Deputy Administrator	3				29 CFR 801.30 29 CFR 1602.14 29 CFR 1627.3	

City of Wasilla
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Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Citation	Comments/ Notes
HUM3000	Human Resources - Employee Records	Records regarding specific employees. Including hiring, promotion, performance, appraisals, transfers, termination, etc. See HUM1030 and HUM1040 for benefit and pension records, including terminated employee files. See ACC1020 and ACC1021 for payroll and timesheet records.	Deputy Administrator	Active + 6				29 CFR 1627.3 29 CFR 516.5 AS 9.10.070	
HUM3050	Human Resources - Temporary Employee Records	Records regarding non-permanent employees. Including hiring, promotion and termination	Deputy Administrator	Active + 6				29 CFR 1627.3 29 CFR 516.5 AS 9.10.070	
HUM4010	Human Resources - Health/Safety - Medical Records (Major)	Medical Records related to treatment, examinations, history, etc. related to major medical matters such as accidents, injuries, x-rays, etc. See HUM4040 for drug/alcohol testing.	Deputy Administrator	Indefinite (review every 30 years)				29 CFR 1910.1020 AS 23.30.065	
HUM4021	Human Resources - Health/Safety - Workers' Compensation Claims	Records related to on-the-job accidents often used for workers' compensation claims. See LEG4000 for litigation involving workers' compensation.	Deputy Administrator	Indefinite (review every 30 years)				29 CFR 1910.1020	
HUM4030	Human Resources - Health/Safety - Hazardous Material Exposure	Records related to possible employee exposure to hazardous material/substances	Deputy Administrator	Indefinite (review every 30 years)				29 CFR 1910.1001	
HUM4040	Human Resources - Health/Safety - Drug/Alcohol Testing	Records related to drug and alcohol testing that produce positive and negative results. DOT and Non-DOT testing.	Deputy Administrator	5				49 CFR 382.401 49 CFR 382.409	Legal considerations consider Department of Transportation requirements.

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HUM5000	Human Resources - Training/Development	Records related to the development and operation of company-sponsored training programs and seminars. Includes seminars, education assistance, management and supervision development, job progression, drug and alcohol awareness, course listings, schedules, requests and approvals. Records related to certification for individuals to perform certain tasks. Includes CPA, CDL and other records related to continuing education and training.	Deputy Administrator	Active + 10					Keep copies of policies and procedures to demonstrate company practices in judicial or regulatory proceedings. Organizations may be judged according to its own written standards of conduct.
HUM6000	Human Resources - Salary Administration	Records related to determining grades and ranges for employees. See ACC1020 for accounting records for payroll and deductions.	Deputy Administrator	6				29 CFR 516.5	
HUM6100	Human Resources - Salary Administration - Job Descriptions	Records related to job descriptions.	Deputy Administrator	Active + 10				29 CFR 1620.32	Keep copies of salary administration to demonstrate company practices in judicial or regulatory proceedings. Organizations may be judged according to its own written standards of conduct.
HUM7000	Human Resources - Labor Relations	Records related to negotiating, implementing, grievance and other significant matters with labor unions. Includes documentation associated with filing, investigating and resolving non-union grievances	Deputy Administrator	Indefinite (review every 20 years)				AS 9.10.070	
HUM9900	Human Resources - General	Records related to salary studies and other personnel or human resources activities not covered elsewhere.	Deputy Administrator	6					

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LEG2000	Legal - Contracts/Agreements	Records related to obligations under contracts, leases, and other agreements between the City and outside parties. Includes contracts for services, purchases and sales, transportation, leases, awarded bid documents, property and construction and exchange of property. Includes release of liens.	Director of Public Works (Only Public Works Projects) Chief Financial Officer (Contracts Related to Grants) Purchasing Division (All other contracts not explicitly owned by PW and Finance)	Active + 6				AS 09.10.053 48 CFR 4.703	Legal period reflects a reasonable period for litigation needs. Most legitimate lawsuits will be initiated within six years from the end of the contract. There is no legal requirement to meet longer statute of limitations period. Note: Some contracts may have a longer retention requirement. Data owners are responsible for enforcing longer retention requirements.
LEG2020	Legal - Contracts/Agreements - Real Property Ownership	Records conveying ownership of property including titles, deeds, etc. Includes historical property that has been sold.	City Clerk	Indefinite (review every 30 years)				AS 09.10.050 See LEG2000	
LEG3000	Legal - Insurance	Records related to coverage affecting company liability. Includes policies, amendments, riders, proof of payment, etc. See HUM1010 for employee medical and life insurance.	Deputy Administrator	Indefinite (review every 20 years)				See LEG2000	
LEG3010	Legal - Insurance - Future Liability	Records related to insurance coverage for product liability, exposure to hazardous substances, or other problems manifesting themselves long after the policy terminates. Includes liability policies.	Deputy Administrator	Indefinite (review every 20 years)				AS 21.66.170	

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LEG4000	Legal - Claims/Litigation	Records related to threatened or asserted litigations or government investigation. Includes pleadings, discovery, attorney work-products, legal opinions, transcripts, exhibits, final judgments, etc.	Legal Counsel or Claims Adjuster	Active + 10				29 USC 1451 AS 09.10.050	Total Retention based on City's Contracted Legal Firm's retention policy. After 10 years, records are destroyed except for original documents which are returned to the City for final disposition based on the City's Records Retention Schedule.
LEG4010	Legal - Claims/Litigation - Final Judgments/Settlements	Final judgments, settlements, court orders and other documents specifying final terms, conditions, and decision related to claims and litigation.	Legal Counsel or Claims Adjuster	Indefinite (Review every 20 years)				29 USC 1451 AS 09.10.050	Total Retention based on City's Contracted Legal Firm's retention policy. After 10 years, records are destroyed except for original documents which are returned to the City for final disposition based on the City's Records Retention Schedule.
LEG5000	Legal - Compliance	Records related to the preparation of non-financial documents required by law. Includes reporting and filings with agencies such as DOT, OSHA, EPA, EEOC; external audits required by government agencies. See ACC1020 for W-2 and 1099 records. See FIN7000 for Financial Audits	Director of Public Works	6				EPA - 40 CFR 30.53 FMLA - 29 CFR 825.500 (cites to FLSA requirement at 29 CFR 516.5) OSHA - 29 CFR 1904.2 - 1904.4, 1904.5, 1904.6	
EG5003	Legal - Compliance - I-9 Documentation	Form I-9 and related documentation regarding alien employees.	Deputy Administrator	3				8 CFR 274A.2	
EG5020	Legal - Compliance - License/Permits - Liquor Licenses and Animal Control	Records related to animal control licensing and liquor license applications.	Chief of Police	Active + 3					
EG9900	Legal - General	Records related to legal activities not covered elsewhere. Includes general correspondence, memo's etc.	City Clerk	3					

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LIC1000	Licenses & Permits - Business	Records related to the issuance of business licenses.	Chief Financial Officer	Active + 6				AS 05.15.020 (consideration) SOA Local Government Schedule Active + 3	
LIC2000	Licenses & Permits - Non-business	Records relating to public gatherings, events, public facility use, special events, etc.	Director of Public Works/Recreation & Cultural Services Manager	Active + 3					Retain denied, rejected or withdrawn License Applications for 6 months.
LIC2010	Licenses & Permits - Non-business - Wildlife Permits	Records needed to maintain wildlife exhibits.	Recreation and Cultural Services Manager	Active + 5				50 CFR 13.46	This record is held by the Museum.
NON0000	Non-Record Material	Material, often filed with record, that are not records such as blank forms, supplies, etc.	Each Department Head is Responsible for their own Non-Record Material.	Active					
PST1000	Public Safety - Supporting documentation	Public Safety records relating logs, examples include: staffing/daily roster, daily assignment, monthly activity reports, police dispatch cards, etc. Includes evidence such as videos, film, negatives, photographs, etc. that may pertain to a case but are not kept in the case file. Also includes 911 audio recorded tapes.	Chief of Police	5				18 USC 3282 (LA5 for non capital offenses)	
PST2000	Public Safety - Police Reports/Case Files	Investigative case records pertaining to cases handled by the police department.	Chief of Police	Permanent				18 USC 3282 (LA5 for non capital offenses)	
PST4000	Public Safety - Crime Statistics	Records relating to statistical compilations of crimes committed within the local jurisdiction.	Chief of Police	Permanent					
PUB1000	Public Relations - Internal/External	Records related to participation or promotion of City activities in associations, community relations, charitable organizations, civic and government organizations, etc. Also includes records related to informative communications to employees such as newsletters, letters from management, etc.	Each Department Head is Responsible for their own Public Relations Records.	5					Some records in this series may have historical value. These records may require re-classification to HIS1000 prior to final disposition.

City of Wasilla
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Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Citation	Comments/ Notes
PZC1000	Planning & Zoning - Permanent Records	Records may consist of applications, permits, site plans, plot plans, legal communications, commission actions, public notices, acknowledgment of conditions, staff reports and records of surrounding properties.	Deputy Administrator	Permanent				SOA Local Government schedule permanent	
PZC2000	Planning & Zoning - Enforcement Case Files	Records relating to complaints and actions taken regarding the enforcement of planning and zoning regulations.	Deputy Administrator / Chief of Police	Active + 6				SOA Local Government schedule Active + 6	Original complaint held by Planning, enforcement held by Police Department.
PZC3000	Planning & Zoning - Administrative	May consist of agency or general public comments, miscellaneous correspondence and documents related to land issues and Directors review checklists.	Deputy Administrator	6					
PZC4000	Planning & Zoning - Census	This record set contains Census documents.	Deputy Administrator	Superseded				AS 29.60	
PZC5000	Planning & Zoning - Appeals	Records include the application of appeal and findings of fact issued by the hearing officer.	Deputy Administrator	Permanent				See LEG4010	Appeals application and findings of fact are held in the Clerks Office for no less than six months, then transferred and filed permanently in the City Planning Department.
PZC5010	Planning & Zoning - Appeals Support Documentation	Correspondence related to the appeal, affidavits of mailings, may include an attorney opinion, name of hearing officer.	City Clerk	Active + 10				See LEG4000	
PZC6000	Planning & Zoning - Annexation Files	Records includes petitions, correspondence, affidavits of publication, copy of ordinance and related public hearing backup records. Also includes annexation files that were not approved.	Deputy Administrator	10				SOA Local Government schedule permanent	Certification of Annexation is classified under LEG2020
PZC7000	Planning & Zoning - Permits	Includes: Land Use Permits, Application for Permits, Declaration of Land Use by Owner/Applicant and Land Development Permits, Conditional Use Permits. Records may consist of applications, copy of permit, maps, site plans/plot plans, specifications, drawings, engineer/architect's certification, as-builts, etc.	Deputy Administrator	Permanent					

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Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Citation	Comments/Notes
REF1000	Reference - Backup/Vital Records	Copies of records prepared to provide the organization information in case of disaster or loss of information. Includes monthly, bi-monthly, and weekly backup tapes/disks of all NON-FINANCIAL user information from servers.	IT/ Deputy Administrator	Active			Tape/ Disks		Media is written over for reuse, monthly backups are rotated on a 12-month cycle and stored in the City's Safety Deposit Box. Bi monthly backups are stored at the VRV and the City's safety deposit box on a rotating basis.
REF1005	Reference - Backup/Vital Records - Yearly Accounting	Includes trial balances, general ledger, and all other financial transactions.	Chief Financial Officer	10			Tape	See ACC1010	Yearly backup tapes are stored in the City's Safety Deposit Box at a financial institution.
REF1010	Reference - Backup/Vital Records - Monthly Accounting	All monthly accounting transactions	Chief Financial Officer	3			Disk		Monthly backup disks are stored in the City's Safe on premises.
REF1015	Reference - Backup/Vital Records - Payroll	Includes annual payroll transactions	Chief Financial Officer	6			Tape		
SFT4022	Human Resources - Health/Safety - Workplace Inspection/Testing	Records related to inspection and testing of workplace for possible hazards.	Deputy Administrator	6				29 CFR 1904.6	
SFT4030	Human Resources - Health/Safety - Hazardous Material Exposure	Records related to possible employee exposure to hazardous material/substances	Deputy administrator	Indefinite (Review every 50 years)				29 CFR 1910.1001 29 CFR 1910.1020	Records held by Human Resources
SFT4031	Human Resources - Health/Safety - Material Safety Data Sheets (MSDS)	Material safety data sheets (MSDS) required by OSHA.	Deputy Administrator	Active + 30				29 CFR 1910.1200 29 CFR 1910.1020	Records held by Public Works while active then transferred to Human Resources
SFT4034	Human Resources - Health/Safety - Fire Equipment Testing	Records related to testing of fire equipment.	Director of Public Works	3				29 CFR 1910.157	
UNK0000	Unknown	Content of records cannot be determined from description.		0					Contact the Records Manager for further assistance.