



AM No. 12-35: APPROVAL OF THE CITY OF WASILLA RECORDS RETENTION SCHEDULE VERSION 3.

Agenda of: August 27, 2012
Originator: Records Manager/Deputy Clerk

Date: August 16, 2012

Route to:	Department	Signature	Date
X	Chief of Police	<i>[Signature]</i>	8/21/12
X	Public Works Director	<i>[Signature]</i>	8/16/12
X	Rec & Cultural Services Director	<i>[Signature]</i>	8/21/2012
X	Finance Director	<i>[Signature]</i>	8-16-12
X	Interim Deputy Administrator	<i>[Signature]</i>	8/20/12
X	City Clerk	<i>[Signature]</i>	8/16/12

REVIEWED BY MAYOR VERNE E. RUPRIGHT: *[Signature]*

FISCAL IMPACT: yes or no Funds Available Yes or No

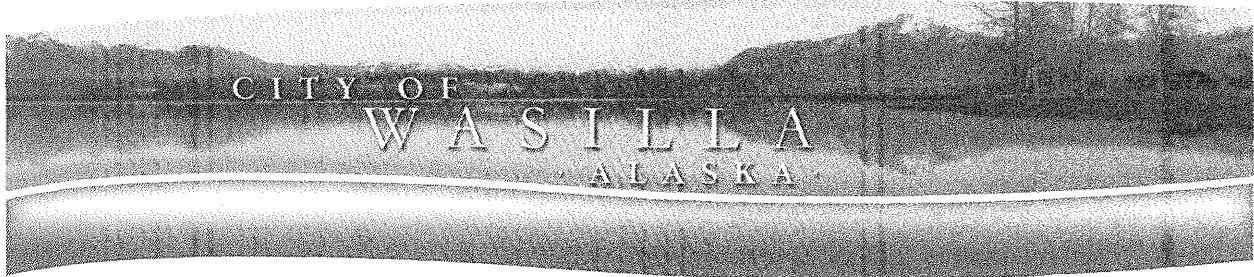
Account name/number/amount:
Attachments: Memoranda from Records Manager (3 pages)
 Updated Retention Schedule, Version 3 (16 pages)

SUMMARY STATEMENT: It has been almost eight years since the City adopted their first records retention schedule through AM No. 04-68. On April 27, 2009, the City Council adopted the second version of the retention schedule with AM No. 09-19.

The changes brought forward with version 3 are, for the most part, administrative in nature. The City's records coordinators are well trained and active users of the records management program, a true credit to the success of the program. Because of such, there have been areas identified within the retention schedule that require minor amendments to provide greater clarity to the actual business practices of the City. The attached retention schedule, version 3, is being brought forward for the Council's consideration. Changes to the retention schedule are delineated on the attached memoranda. Additionally, attached you will find the Records Retention Schedule, Version 3, in its final format.

STAFF RECOMMENDATION: Adopt AM No. 12-35.

Date: 8/21/12	Approved: <input checked="" type="checkbox"/>	Denied: <input type="checkbox"/>	Initials: <i>JS</i>	Comments:
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TO: Mayor and City Council

THRU: Kristie Smithers, MMC, City Clerk *KS*

FROM: Amanda E. Charles, CMC, Records Manager/Deputy Clerk *AEC*

DATE: August 16, 2012

SUBJECT: Changes to Record Retention Schedule – Version 2

ACC1001: Accounting – Accounts Receivable

- Add the following to the description: ", PFD Garnishment information."

ADM3000: Administration – Policies/Procedures – City Council Policy Statements

- Currently there are two record series identified as ADM3000, one is to identify administrative policies the other is for identifying Council policies. I am recommending adding a code, ADM3010, which will identify Council policies. Thereby, lending clarity to the retention schedule.

ADM6000: Administration – Public Records Log & Requests for Information

- Remove "Log &" from the subject line
- Add the following data owners: Deputy Administrator and Police Chief
- Change the total retention to Active + 6 years (currently Active + 3 years)
- Add a note: Sarah Palin records are being considered historical with a indefinite review every 75 years retention.

ADM9900: Administration – General Reading Files – General Correspondence and Administrative Records

- Add the following to the description: "alternate entry permits"
 - NOTE: Alternate entry permit is the correct name for what the City does, I believe these are loosely referred to as "confined space permits" but to correctly reflect what the permits are they will be called alternate entry permits on the retention schedule.
- Add the following to the comments field: "Security camera recordings are kept for 30 days, at which time they are superseded by recording over the tape. If used in a legal matter refer to LEG4000."

CGB2000: Council or Governing Body – Supporting documentation

- Remove the following from the description and add it to ELC2000: “Also includes records relating to initiatives, referendum, and recall filed by private citizens or groups requesting governing body action.”

CGB4000: Council or Governing Body – Memorandums

- Change the description to add the word “memorandums” after the words Council and Action.

ELC2000: Elections – General

- Add the following to the descriptions. “Also includes records relating to initiatives, referendum, and recall filed by private citizens or groups requesting governing body action.”

ELC3000: Elections - Ballots

- Add the following to the description: “counted and uncounted questioned, early and absentee by mail ballots; ballot stubs; ballot transport envelopes; destroyed and unused ballots.”

HIS1000: Historical

- Add the following to the comments: “Review records with Museum Curator for historical value”

HUM3000: Human Resources – Employee Records

- Add the following to the description: “includes employee FMLA file.”

LEG2000: Legal – Contracts/Agreements

- Add the following to the description: “to include airport leases”

LEG5000: Legal - Compliance

- Add the following to the description: “SOA Government Summer/Winter Seasonal Permit, SOA Snow Removal Permit.”
- Add the following to the description: “Records Management Program audits”
- Add the following data owner: City Clerk

LEG5020: Legal – Compliance – License/Permits – Liquor License and Animal Control

- Add the following to the description: “, caterer’s permit, wine auction permit”

PUB1000: Public Relations – Internal/External

- Add the following to the comments: “Review records with Museum Curator to determine historical value.”

PZC4000: Planning & Zoning – Census

- Add the following to the description: “and redistricting and/or reapportionment”

PZC5010: Planning & Zoning – Appeals Support Documentation

- Add a note: Superior Court Administrative Record which is prepared by the City Clerk.

Due to changes in the organization structure of departments within the City the following changes are requested to accurately reflect the department head that is responsible for the records (data owner).

I. Change the data owner from "Deputy Administrator" to "Mayor" for the following record series:

- ADM1022: Administration – Planning/Forecasting – Comprehensive Plan
- HUM1010: Human Resources Benefits – Benefit Plans
- HUM 1020: Human Resources – Benefits – Contributions/Distributions
- HUM1030: Human Resources – Benefits – Employees Election of Benefits
- HUM1040: Human Resources – Benefits – PERS Summary Information (Terminated Employee files)
- HUM2000: Human Resources – Employee Selection
- HUM3000: Human Resources – Employee Records
- HUM3050: Human Resources – Temporary Employee Records
- HUM4010: Human Resources – Health/Safety – Medical Records (Major)
- HUM4021: Human Resources – Health/Safety – Workers' Compensation Claims
- HUM4030: Human Resources – Health/Safety – Hazardous Material Exposure
- HUM4040: Human Resources – Health/Safety – Drug/Alcohol Testing
- HUM5000: Human Resources – Training/Development
- HUM6000: Human Resources – Salary Administration
- HUM6100: Human Resources – Salary Administration – Job Descriptions
- HUM7000: Human Resources – Labor Relations
- HUM9900: Human Resources – General
- SFT4022: Human Resources – Health/Safety – Workplace Inspection/Testing
- SFT4030: Human Resources – Health/Safety – Hazardous Material Exposure
- SFT4031: Human Resources – Health/Safety – Material Safety Data Sheets (MSDS)
- SFT4034: Human Resources – Health/Safety – Fire Equipment Testing

II. Change the data owner from "Deputy Administrator" to "Director of Public Works" for the following record series:

- PZC1000: Planning & Zoning – Permanent Records
- PZC2000: Planning a& Zoning Enforcement Case Files
- PZC3000: Planning & Zoning – Administrative
- PZC4000: Planning & Zoning – Census
- PZC5000: Planning & Zoning – Appeals
- PZC6000: Planning & Zoning – Annexation Files
- PZC7000: Planning & Zoning – Permits

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

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	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.	Director of Finance	6				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, tax exemption forms, and PFD Garnishment information.	Director of Finance	6				
ACC1002	Accounting - Accounts Payable/Receivable - Grants	Records include applications, agreements, receipts of revenue, vendor payments and other supporting documentation.	Director of Finance	Active + 6				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.	Director of Finance	10				

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

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Comments/Notes
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.	Director of Finance	6				
ACC1021	Accounting - Payroll - Timesheets	Records related to reporting of hours worked, including timesheets.	Director of Finance	6				
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.	Director of Finance	Active + 6				
ACC9900	Accounting - General	Records related to accounting records not previously covered. Includes accounting reports, control documents; system input, maintenance and changes.	Director of Finance	3				
ADM1022	Administration - Planning/Forecasting - Comprehensive Plan	The City's adopted comprehensive plan, including revisions to the plan.	Mayor	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 Director of Finance

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

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Comments/Notes
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				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.
ADM3010	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				
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 Requests for Information	Records related to written requests from public, date of request, name of requestor and other related information.	City Clerk, Deputy Administrator, Police Chief	Active + 6				Sarah Palin records are being considered historical with a indefinite review every 75 years retention.

City of Wasilla
Record Retention Schedule - Version 3

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Comments/Notes
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. Also includes Alternate Entry Permits.	Each Department Head is Responsible for their own Administrative Records	Until Administrative Need is Met				Security camera recordings are kept for 30 days, at which time they are superseded by recording over the tape. If used in a legal matter refer to LEG4000. 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				
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 - Version 3**

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	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.	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 Memorandums(CM), Action Memorandums (AM), and Information memorandums (IM).	City Clerk	Indefinite (review every 20 years)				

City of Wasilla
Record Retention Schedule - Version 3

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Comments/Notes
EBW1000	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				
EBW1300	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)				
EBW2000	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				

City of Wasilla
Record Retention Schedule - Version 3

Record Series	Subjects	Description	Data Owner	Total Retention	Retention Categories			Comments/Notes
					Vital	Confidential	Original Media	
EBW4000	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				
EBW7000	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				
ELC1000	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.

City of Wasilla
Record Retention Schedule - Version 3

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Comments/Notes
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. Also includes records relating to initiatives, referendum, and recall filed by private citizens or groups requesting governing body action.	City Clerk	Active + 6				See AS 15.15.470 if election is contested.
ELC3000	Elections - Ballots	Official election ballots; counted and uncounted questioned, early and absentee by mail ballots; ballot stubs; ballot transport envelopes; destroyed and unused ballots.	City Clerk	30 days				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				
ENV3000	Environment - Water/Air Pollution	Records related to discharge of pollution into water and air.	Director of Public Works	12				

City of Wasilla
Record Retention Schedule - Version 3

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	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.	Director of Finance	6				
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.	Director of Finance	Active + 6				
FIN6010	Finance - Foreclosure Files	Records relating to foreclosures and includes delinquency reports, billings, petition of judgment, certified mailings, final judgments and certificates of redemption.	Director of Finance	Active + 10				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.	Director of Finance	Permanent				
FIN7010	Finance - Financial Statements - Audits, External	Audit work papers submitted by the City related to the annual financial audit.	Director of Finance	7				
FIN8000	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.	Director of Finance	3				

City of Wasilla
Record Retention Schedule - Version 3

Record Series	Subjects	Description	Data Owner	Total Retention				Comments/Notes
					Vital	Confidential	Original Media	
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)				Review records with Museum Curator for historical value.
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.	Mayor	Active + 6				
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.	Mayor	Active + 6				
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.	Mayor	Active + 6				
HUM1040	Human Resources - Benefits - PERS Summary Information (Terminated Employee Files)	All Quarterly Cumulative Register Reports and Status Change Request Reports.	Mayor	75 years				
HUM2000	Human Resources - Employee Selection	Records of general nature related to personnel requests, job postings, job applications, testing, advertising, interviews, etc.	Mayor	3				

City of Wasilla
Record Retention Schedule - Version 3

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Comments/Notes
HUM3000	Human Resources - Employee Records	Records regarding specific employees. Including hiring, promotion, performance, appraisals, transfers, termination, etc. Includes employee FMLA file. See HUM1030 and HUM1040 for benefit and pension records, including terminated employee files. See ACC1020 and ACC1021 for payroll and timesheet records.	Mayor	Active + 6				
HUM3050	Human Resources - Temporary Employee Records	Records regarding non-permanent employees. Including hiring, promotion and termination	Mayor	Active + 6				
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.	Mayor	Indefinite (review every 30 years)				
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.	Mayor	Indefinite (review every 30 years)				
HUM4030	Human Resources - Health/Safety - Hazardous Material Exposure	Records related to possible employee exposure to hazardous material/substances	Mayor	Indefinite (review every 30 years)				
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.	Mayor	5				Legal considerations consider Department of Transportation requirements.

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

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Comments/Notes
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.	Mayor	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.	Mayor	6				
HUM6100	Human Resources - Salary Administration - Job Descriptions	Records related to job descriptions.	Mayor	Active + 10				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	Mayor	Indefinite (review every 20 years)				
HUM9900	Human Resources - General	Records related to salary studies and other personnel or human resources activities not covered elsewhere.	Mayor	6				

City of Wasilla
Record Retention Schedule - Version 3

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Comments/Notes
LEG2000	Legal - Contracts/Agreements	Records related to obligations under contracts, leases (to include airport 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) Director of Finance (Contracts Related to Grants) Purchasing Division (All other contracts not explicitly owned by PW and Finance)	Active + 6				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)				
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)				
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)				

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

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Comments/Notes
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				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)				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; SOA issued Government Summer/Winter Seasonal Permit, SOA issued Snow Removal Permit. External audits required by government agencies, also include Records Mangement Program Audits. See ACC1020 for W-2 and 1099 records. See FIN7000 for Financial Audits	Director of Public Works/City Clerk	6				
LEG5003	Legal - Compliance - I-9 Documentation	Form I-9 and related documentation regarding alien employees.	Deputy Administrator	3				

City of Wasilla
Record Retention Schedule - Version 3

Record Series	Subjects	Description	Data Owner	Total Retention				Comments/Notes
					Vital	Confidential	Original Media	
LEG5020	Legal - Compliance - License/Permits - Liquor Licenses and Animal Control	Records related to animal control licensing, liquor license applications, caterer permits, and wine auction permits.	Chief of Police	Active + 3				
LEG9900	Legal - General	Records related to legal activities not covered elsewhere. Includes general correspondence, memo's etc.	City Clerk	3				
LIC1000	Licenses & Permits - Business	Records related to the issuance of business licenses.	Director of Finance	Active + 6				
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				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				
PST2000	Public Safety - Police Reports/Case Files	Investigative case records pertaining to cases handled by the police department.	Chief of Police	Permanent				
PST4000	Public Safety - Crime Statistics	Records relating to statistical compilations of crimes committed within the local jurisdiction.	Chief of Police	Permanent				

City of Wasilla
Record Retention Schedule - Version 3

Record Series	Subjects	Description	Data Owner	Total Retention	Vital	Confidential	Original Media	Comments/Notes
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. Review records with Museum Curator to determine historical value.
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.	Director of Public Works	Permanent				
PZC2000	Planning & Zoning - Enforcement Case Files	Records relating to complaints and actions taken regarding the enforcement of planning and zoning regulations.	Director of Public Works / Chief of Police	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.	Director of Public Works	6				
PZC4000	Planning & Zoning - Census	This record set contains Census, redistricting and/or reapportionment documents.	Director of Public Works	Superseded				
PZC5000	Planning & Zoning - Appeals	Records include the application of appeal and findings of fact issued by the hearing officer.	Director of Public Works	Permanent				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				

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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.	Director of Public Works	10				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.	Director of Public Works	Permanent				
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.	Director of Finance	10			Tape	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	Director of Finance	3			Disk	Monthly backup disks are stored in the City's Safe on premises.
REF1015	Reference - Backup/Vital Records - Payroll	Includes annual payroll transactions	Director of Finance	6			Tape	
SFT4022	Human Resources - Health/Safety - Workplace Inspection/Testing	Records related to inspection and testing of workplace for possible hazards.	Mayor	6				
SFT4030	Human Resources - Health/Safety - Hazardous Material Exposure	Records related to possible employee exposure to hazardous material/substances	Mayor	Indefinite (Review every 50 years)				Records held by Human Resources

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					Vital	Confidential	Original Media	
SFT4031	Human Resources - Health/Safety - Material Safety Data Sheets (MSDS)	Material safety data sheets (MSDS) required by OSHA.	Mayor	Active + 30				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.	Mayor	3				
UNK0000	Unknown	Content of records cannot be determined from description.		0				Contact the Records Manager for further assistance.