

CITY OF CRAIG

RESOLUTION NO. 13-02

UPDATING THE CITY OF CRAIG RECORDS RETENTION SCHEDULE

WHEREAS, the Alaska Statutes at AS 40.21.080 requires the governing body in cities such as Craig to preserve important public records that may have administrative or historical value, and may also authorize in advance the disposal of routine records; and

WHEREAS, the City Council finds it necessary to update the retention schedule for important documents.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRAIG that,

Section 1. The Records Retention Schedule for the City of Craig, Alaska shall be the schedule published by the Alaska State Archives entitled "State of Alaska Local Government Model General Administrative Records Retention Schedule", dated 2012 and on file in the Clerk's office.

Section 2. The City Clerk shall develop a plan whereby the records to be retained may be stored and secured in Craig rather than transferred to the State of Alaska.

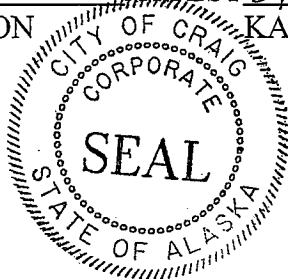
Section 3. The City Council hereby appoints a Records Destruction Committee as needed consisting of the City Clerk, City Administrator and the Department Head whose records are being destroyed. This committee shall sign all destruction certificates for the specific destruction. A copy of the destruction certificate is attached hereto.

APPROVED 2/21/13


MAYOR DENNIS WATSON

ATTEST


KASSI KNOCK, CITY CLERK



Certificate of Record Destruction

Department	Date of Document	Schedule #	Brief Description of Document	Date of Destruction

Verified By:

City Administrator

City Clerk

Department Head

Date