



	Approved	Denied
Action taken		
Other:		
Verified by:	<i>J. Smith</i>	10/25/04

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 04-68

TITLE: APPROVAL OF RECORD RETENTION SCHEDULE FOR THE CITY OF WASILLA.

Agenda of: October 25, 2004
 Originator: Jamie Newman, Deputy Clerk

Date: October 7, 2004

Route to:	Records Management Administrative Team Members	Signature/Date
X	Police – Don Savage	<i>[Signature]</i>
X	Recreational and Cultural Services Library, Museum – Bruce Urban	<i>[Signature]</i> 10/11/04
X	Public Works Planning – Archie Giddings and Sandra Garley	<i>[Signature]</i> 10/13/04
X	Finance – Ted Leonard and Susan Colligan	<i>[Signature]</i>
X	Clerk – Kristie Smithers and Jamie Newman	<i>[Signature]</i> 10/14/04 <i>[Signature]</i>
X	Youth Court – Lisa Albert-Konecky	<i>[Signature]</i> 10-13-04

REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller*

FISCAL IMPACT: yes no Funds Available yes no

Account name/number:

Attachments: Record Retention Schedule Version 1

SUMMARY STATEMENT: The attached record retention schedule is presented for council approval. It provides reference to the disposition of all city records. The schedule was developed jointly with the assistance of Acumen Information Services (our records management consulting firm) and members of our records management administrative team.

We are pleased to present this schedule to the council as it cumulates a two-year effort that began with a formal inventory of all city records. 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, attorney, and city clerk will have final authority in the disposal of city records.

STAFF RECOMMENDED ACTION:

Approval of Records Retention Schedule, Version 1.

Record Retention Schedule Version 1

Retention Code	Subjects	Description	Data Owner	Total Retention	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. 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.
ACC1001	Accounting - Accounts Receivable	Records related to receipt of revenues. May include the following: special assessments, utility, P/LA (payment in lieu of assessment) airport tie downs, sales tax and tax exemption forms.	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 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.	Director of Finance	10	

**City of Wasilla
Record Retention Schedule Version 1**

Retention Code	Subjects	Description	Data Owner	Total Retention	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.	Director of Finance	6	
		See HUM1040 for summary benefit/payroll records related to PERS.			
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	

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Retention Code	Subjects	Description	Data Owner	Total Retention	Comments/Notes
ADM1000	Administration - Internal Services	Records related to providing internal support for company personnel including services and for their own products. Includes material and supplies orders; postal operations, forms management, reprographics, micrographics, airline reservations, user requests and approvals, maintenance requests.	Each Department Head is Responsible for their own Administrative Records		Active + 1
ADM1020	Administration - Planning/Forecasting - Project Planning	See LEG2000 for service contracts and leases. Records related to future planning and forecasting for internal purposes. Includes annual plan, five- and ten-year strategic plans and forecasts, departmental projects and growth forecasts.	Each Department Head is Responsible for their own Planning/Forecasting records		Active + 1
ADM1022	Administration - Planning/Forecasting - Comprehensive Plan	See ADM1022 for the Comprehensive Plan. The City's adopted comprehensive plan, including revisions to the plan.	City Planner		Indefinite
ADM2010	Administration - Property Management - Inventory - Supplies	Records of property inventory used for departmental purposes. See ACC2000 for inventory accounting.	Each Department Head is Responsible for their own Inventory records		Superseded

**City of Wasilla
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Retention Code	Subjects	Description	Data Owner	Total Retention	Comments/Notes
DM2010	Administration - Property Management - Inventory - Artifacts/Collections	Records of property inventory used for departmental purposes. Cultural Services Manager See ACC2000 for inventory accounting.	Recreation and Cultural Services Manager	Active + 1	
DM2020	Administration - Property Management - Maintenance/Repair	Records related to the maintenance and repair of company property. Includes vehicle titles.	Director of Public Works	Active + 3	
DM3000	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.	Human Resources Assistant/Director of Finance	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.
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	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.

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ADM3021	Administration - Policies/Procedures - Records Destruction Certification	Certificates of records destructions forms.	City Clerk	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.
ADM4000	Administration - Security	Records related to protecting employees, equipment, buildings and information. Includes security clearances, pass card lists, password lists.	Each Department Head is Responsible for their own Security Records	Superseded	
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 + 1	
ADM9900	Administration - General	Records related to administration activities not previously covered. Includes departmental administration and administrative reports. Examples may include: telephone logs, correspondence, tracking logs, file plans, purchasing logs, message books, appointment books/calendars, bulletins, work processing drafts, assignments, suspense files, forms files, printing/stock requests, etc.	Each Department Head is Responsible for their own Administrative Records	Active + 1	

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DM9910	Administration - General - Chronological Files	Copies of records maintained as backup by authors. "Official" record is filed in appropriate category.	Each Department Head is Responsible for their own Administrative Records	Active + 1	
APT0000	Airport Records	Records related to administering City Airport facilities. May include inspection checklists, work orders, accident/incident reports and complaints	Director of Public Works	Act + 3	
SEM0000	Cemetery Records	Information regarding ownership and interment.	City Clerk	Permanent	
CGB1000	Council or Governing Body - Permanent Records - Boards and Commissions	<p>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.</p> <p>See CGB2000 for recording of the meetings.</p>	City Planner/Director of Public Works/Recreation and Cultural Services Manager	Permanent	

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CGB1000	Council or Governing Body - Permanent Records - 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 and elected officials. Master list of names, terms and dates of service.	City Clerk	Permanent	
CGB1010	Council or Governing Body - Permanent Records - Annexation Files - Approved	Annexation Files - Approved - Records related to annexation. This includes petitions, correspondence, affidavits of publication, copy of ordinance and related public hearing backup records.	City Clerk	Permanent	Annexation Files that are pending or not approved are owned by Planning and have permanent retention
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	6	

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GB2000	Council or Governing Body - Non-Permanent Records	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	Tape Recordings may be kept for 6 years.
GB3000	Council or Governing Body - Proclamations	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.

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EBW1000	<p>Public Works - Plans, Maps & Drawings - (Also Includes: Sewer Extensions, Sewer Main Lines, Sewer Location & Connection Records as well as Water Management Plan)</p>	<p>Plans, drawings, maps and as-built 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.</p> <p>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.</p> <p>Benchmarks - Records recording benchmarks.</p> <p>Geotechnical Data - Records related to geotechnical information.</p>	Director of Public Works	Permanent	

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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		Active
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
EBW3010	Public Works - Water Service Applications & Agreements	Records relating to applications and agreements for water service and supply. Data may include name, address, plat/lot numbers, district service and meter numbers. Signed agreement of terms and service may constitute a contract.	Director of Public Works		Superseded

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Retention Code	Subjects	Description	Data Owner	Total Retention	Comments/Notes
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	
EBW5000	Public Works - Permit Application Files - 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.	City Planner/Director of Public Works	Permanent	
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.	Director of Public Works	Permanent	Temporary Easements should be kept as long as they are active or until administrative need is met.

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Retention Code	Subjects	Description	Data Owner	Total Retention	Comments/Notes
ELC1000	Elections - Permanent	<p>Certificates of Election Returns - Regular & Special - History of election records consisting of copies of council certificate of election, election returns, and sample ballots. Original Council certificate of Election to be filed with Council minutes which certifies the election. 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.</p>	City Clerk	Permanent	

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ELC2000	Electons - General	<p>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.</p> <p>Election Officials' Records - Records relating to recruitment materials, interest letters, training notes, acceptance forms, oaths and mileage reimbursement requests and absentee voting officials' documentation.</p> <p>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, and any other materials related to the election.</p>	City Clerk	Active + 6	See AS 15.15.470 if election is contested.
ELC3000	Electons - Ballots	Ofical election ballots	City Clerk	30 days	
ENV1000	Environment - Testing	Records related to the testing, monitoring and analysis of the environment for hazardous substances.	Director of Public Works	12	
ENV3000	Environment - Water/Air Pollution	See ENV3000 for groundwater testing. Records related to discharge of pollution into water and air.	Director of Public Works	12	

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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	
FIN2000	Finance - Budgets/Financial Forecasts	Records related to internal financial planning and financial management. Includes line-item detail sheets. For approved budget see FIN7000.	Director of Finance	Active + 1	
FIN3000	Finance - Investments	Records related to the City's investments.	Director of Finance	Active + 6	
FIN4000	Finance - Debt	Records related to the City's debt.	Director of Finance	Active + 6	
FIN6000	Finance - Bad Debts/Collections	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	

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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 LEG2000 for purchasing contracts.	Each Department Head is Responsible for their own Purchasing Records	3	
FIN9900	Finance - General	Records related to finance activities not covered previously.	Director of Finance	Active + 1	
HIS1000	Historical	Records determined to possess significant long-term historical value.	Each Department Head is Responsible for their own Historical Records	Indefinite	
HUM1010	Human Resources - Benefits - Benefit Plans	Records related to city sponsored benefit plans. Includes insurance, pension, disability, medical, survivor programs, ESOP, PAYSOP, vesting criteria, vacation entitlements, educational assistance, savings plans, correspondence explaining benefit plans. See LEG5000 for pension plans reports to government. See HUM1040 for permanent summary records related to PERS.	Human Resources Assistant/Director of Finance	Active + 6	

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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.	Human Resources Assistant/Director of Finance	Active + 6	
		See HUM1040 for permanent summary records related to PERS.			
HUM1030	Human Resources - Benefits - Options	Records of benefit options by employees for type and amount of participation in the City's benefit plans.	Human Resources Assistant/Director of Finance	Active + 6	
HUM1040	Human Resources - Benefits - PERS Summary Information (Terminated Employee Files)	All Quarterly Cumulative Register Reports and Status Change Request Reports. See Comment for information regarding terminated employee files.	Human Resources Assistant/Director of Finance	Indefinite	Terminated Employee files created prior to 2003 should be kept indefinitely or until summary information can be compiled into separate folders for long term storage
HUM2000	Human Resources - Employee Selection	Records of general nature related to personnel requests, job postings, job applications, testing, advertising, interviews, etc.	Human Resources Assistant/Director of Finance	3	

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HUM3000	Human Resources - Employee Records	Records regarding specific employees. Including hiring, promotion, performance, appraisals, transfers, termination, etc.	Human Resources Assistant/Director of Finance		
		See HUM1030 and HUM1040 for benefit and pension records, including terminated employee files. See ACC1020 and ACC1021 for payroll and timesheet records.		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.	Human Resources Assistant/Director of Finance		In 2004, the City determined that it did not maintain any major medical records, however it was decided to keep this category for reference purposes/future usage.
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.	Human Resources Assistant/Director of Finance		Indefinite
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.	Human Resources Assistant/Director of Finance	5	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.	Human Resources Assistant/Director of Finance	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.
HUM5010	Human Resources - Training/Development - Certification	Records related to certification for individuals to perform certain task. Includes CPA, bar admissions, CDL, etc.	Human Resources Assistant/Director of Finance	Active +10	
HUM6000	Human Resources - Salary Administration	Records related to determining and monitoring salary and deduction amounts. See ACC1020 for accounting records for payroll and deductions.	Human Resources Assistant/Director of Finance	6	

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HUM6100	Human Resources - Salary Administration - Job Descriptions	Records related to job descriptions.	Human Resources Assistant/Director of Finance	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 - Grievance Files	Documentation associated with filing, investigating and resolving grievances.	Human Resources Assistant/Director of Finance	Indefinite	
HUM9900	Human Resources - General	Records related to salary studies and other personnel or human resources activities not covered elsewhere.	Human Resources Assistant/Director of Finance	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, property and construction and exchange of property.	Director of Public Works (Only Public Works Projects) Director of Finance (Contracts Related to Grants) City Clerks (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.
EG2020	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	
EG3000	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.	Director of Finance	Indefinite	

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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.	Director of Finance	Indefinite	
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	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.

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Retention Code	Subjects	Description	Data Owner	Total Retention	Comments/Notes
EG5000	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.	Human Resources Assistant/Director of Public Works	6	
		See ACC1020 for W-2 and 1099 records.			
		See FIN7000 for Financial Audits			
EG5003	Legal - Compliance - I-9 Documentation	Form I-9 and related documentation regarding alien employees.	Human Resources Assistant/Director of Finance	3	
EG5020	Legal - Compliance - License/Permits - Chauffeur's Taxi and Cab, Liquor Licenses and Animal Control	Records related to chauffeurs and taxi cab permits, animal control licensing and liquor license applications.	City Clerk	Active+3	
EG9900	Legal - General	Records related to legal activities not covered elsewhere. Includes general correspondence, memo's etc.	City Clerk	3	
IC1000	Licenses & Permits - Business	Records related to the issuance of business licenses.	Director of Finance	Active + 6	
IC2000	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.
IC2010	Licenses & Permits - Non-business - Wildlife Permits	Records needed to maintain wildlife exhibits.	Recreation and Cultural Services Manager	Active + 5	

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MIS1000	Miscellaneous - Reports/Copies	Miscellaneous reports and other records which need only be reviewed for a short period - day, week, quarter, current year. Includes police dispatch cards.	Each Department Head is Responsible for their own Reports		Superseded
MIS2000	Miscellaneous - Special Projects	Records related to special projects that do not fall into any other category.	Each Department Head is Responsible for their own Reports	Active+1	
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 - Logs, Miscellaneous	Public Safety records relating logs, examples include: staffing/daily roster, daily assignment, monthly activity reports, etc.	Chief of Police	5	
PST2000	Public Safety - Police Reports/Case Files	Investigative case records pertaining to cases handled by the police department. Includes evidence such as videos, film, negatives, photographs, etc. that may pertain to a case but are not kept in the case file.	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	
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.	City Planner	Permanent	

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PZC2000	Planning & Zoning Enforcement Case Files	Records relating to complaints and actions taken regarding the enforcement of planning and zoning regulations.	City Planner/Director of Public Works	Active + 6	
PZC3000	Planning & Zoning - Non - Permanent Records	May consist of agency or general public comments, miscellaneous correspondence and documents related to land issues and Directors review checklists.	City Planner	6	2004 - The Planning Department is currently reviewing their files and evaluating content for possible revision to total retention. Any retention beyond what is currently approved and published should be thoroughly documented and approved by the Records Committee.
PZC4000	Planning & Zoning - Census	This record set contains Census documents.	City Planner	Superseded	

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PZC5000	Planning & Zoning - Appeals	Records include the application of appeal and correspondence related to the appeal. Affidavits of mailings, may include an attorney opinion, name of hearing officer, findings of fact issued by the hearing officer.	City Clerk/City Planner		Administrative records pertaining to the appeal may be retained and destroyed accordingly.
SFT4022	Human Resources - Health/Safety - Workplace Inspection/Testing	Records related to inspection and testing of workplace for possible hazards.	Director of Public Works	6	Permanent Appeal are held in the Clerks Office for no less than six months, then transferred and filed permanently in the City Planning Department
SFT4031	Human Resources - Health/Safety - Material Safety Data Sheets (MSDS)	Material safety data sheets (MSDS) required by OSHA.	Director of Public Works	Indefinite	
SFT4034	Human Resources - Health/Safety - Fire Equipment Testing	Records related to testing of fire equipment.	Director of Public Works	3	
UNK0000	Unknown	Content of records cannot be determined from description.		0	Contact the Records Manager for further assistance.