

**CITY OF WASILLA
RESOLUTION SERIAL NO. 03-37**

**A RESOLUTION OF THE WASILLA CITY COUNCIL AUTHORIZING THE
DESTRUCTION OF CITY RECORDS THAT ARE WITHOUT LEGAL OR
ADMINISTRATIVE VALUE OR HISTORICAL INTEREST.**

WHEREAS, since January of 2003, the City of Wasilla has been engaged in the development of a comprehensive citywide records management program; and

WHEREAS, this program includes a one-time document purge to destroy records that are identified as duplicate or unnecessary records of no known value; and

WHEREAS, to date the city has identified records to purge as duplicate, unnecessary, or of no known value that consist of an estimated 6.75 tons of paper no longer requiring storage and management; and

WHEREAS, AS 40.21.080 provides that a city official having legal custody of public records that are considered by the official to be without legal or administrative value or historical interest may compile lists of these records sufficiently detailed to identify them and submit the lists to the council, which may authorize the disposal and the method of disposal of the records in the list that it finds to be without legal or administrative value or historical interest; and

WHEREAS, the mayor, city attorney, clerk, and department heads have reviewed all records identified to be destroyed in the one-time purge, and



CITY OF WASILLA

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TO: Wasilla City Council
THRU: Mayor Dianne M. Keller *DMK*
FROM: Kristie Smithers, City Clerk *KS*
DATE: October 3, 2003
SUBJECT: Resolution Serial No. 03-37

SUMMARY:

Since January of 2003, we have been engaged in the development of a comprehensive citywide records management program. Part of this program includes a "one time document purge" as a way to destroy records that are identified as duplicate or unnecessary records of no known value. To date we have an estimated 6.75 tons of paper no longer requiring storage and management to purge.

The mayor, city attorney, clerk, and department heads have reviewed and approved of all records identified to be destroyed in this one-time purge process. In accordance with AS 40.21.080, we cannot destroy records without authorization of the council. Therefore we are requesting authorization from the city council to destroy all records that have been identified as valueless in the one time purge as stated in proposed Resolution Serial No 03-37.

FISCAL IMPACT: If yes, amount requested:
Account No.:

ATTACHMENTS: