

CITY OF SELDOVIA

RESOLUTION 19-02

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELDOVIA, ALASKA
ALLOWING THE CITY CLERK TO DESTROY OLD RECORDS FROM THE ARCHIVES**

WHEREAS the City collects, creates, uses and retains many types of recorded information, and;

WHEREAS: the City of Seldovia devised a records management plan and retention schedule that was updated by Ordinance 18-13 and Resolution 18-12 in FY18; and

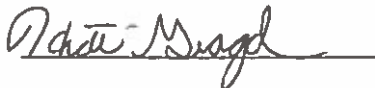
WHEREAS: the retention schedule states that as retention dates expire a list of records to be destroyed and a resolution approving their destruction will be presented to Council; and

NOW, THEREFORE, BE IT RESOLVED that the following records shall be destroyed by shredding or burning:

1. All completed voting ballots, challenged ballots and rejected ballots more than (3) months old.
2. All election registers, tally books and absentee ballot requests prior to FY12.
3. All accounts payable and vendor records prior to FY12.
4. All accounts receivable records, harbor reports, and harbor moorage agreements prior to FY12.
5. All receipts, payroll records (excluding time sheets), banking records including deposits and check records, purchase orders, and cash reports prior to FY12.
6. All business license and dog license prior to FY12.
7. All past city manager and employee applications prior to FY15.
8. All maintenance work orders prior to FY15.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Seldovia on this 13th day of August, 2018.

ATTEST:



Heidi Geagel, City Clerk

APPROVED:



Dean Lent, Mayor

