

City of Cordova, Alaska

Records Retention and Disposal Schedule

2023

The goal of a Records and Information Management Program is to retrieve the right information at the right time. An effective Record Retention and Disposal Schedule ensures the City retains the records necessary to perform its statutory and regulatory functions, avoid waste and preserve the documentary heritage of the community.

Any record found within this Schedule can be destroyed upon the schedule provided herein so long as the City Clerk has not directed otherwise. The disposal of records is governed by internal policies and procedures. Any record that is part of litigation or potential litigation will be put on legal hold and the retention period (if not permanent) will be increased to C+6 years (c=end of litigation)

Any record that may be of historical importance will have its retention period increased to permanent retention upon review of the City Clerk.

For the City's purposes, "record" means any document, paper, book, letter, drawing, map, plat, photo, photographic file, motion picture film, microfilm, microphotograph, exhibit, magnetic or paper tape, punched card, electronic record, or other document of any other material, regardless of physical form or characteristic, developed or received under law or in connection with the transaction of official business and preserved or appropriate for preservation by an agency or a political subdivision, as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the state or political subdivision or because of the informational value in them; the term does not include extra copies of documents preserved solely for convenience of reference, or stocks of publications and processed documents.

AS 40.21.150(6).

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Administration (All Programs/Departments)	Retention and Disposition	Format	Remarks
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General Administration (All Programs/Departments)

<p>Correspondence Original incoming and copies of outgoing letters and memoranda related to the general administration and operation of the City.</p>	3Y*	E	* = General Correspondence of Mayor, General Manager, Clerk, Department Head, and Boards and Commissions may have archival value and should be retained permanently.
<p>Major Policies & Procedures Substantive and binding policies, directives, decisions, orders, rules, agreements, etc. relating to mission essential functions for which the City is <i>statutorily</i> responsible.</p>	P	O	
<p>Routine Policies & Procedures Department or City-wide policies, procedures, directives, rules, decisions and manuals that address internal functions and operating procedures.</p>	C + 3Y	E	
<p>Departmental Reports Monthly, statistical, performance, safety, monitoring, other routine reports that are not audit or compliance related.</p>	3Y	E	
<p>Administrative Studies/Special Projects Final reports and backup data regarding major administrative studies and special management projects.</p>	P	E	
<p>Committee or Commission Records Copies of minutes, packets, agendas, public hearings, etc. Original signed meeting minutes and Oaths must be submitted to Clerk's office.</p>	3Y	E	Original signed meeting minutes and Oaths must be submitted to Clerk's office.
<p>Hearing Files Documentation related to appeal hearings: record of hearing, notices of meetings, audio recording of the meeting, final decisions.</p>	10Y	E	
<p>Equipment Records Delivery information, inventory, usage reports, warranty, instruction/operating manuals, repair/maintenance history.</p>	L + 4Y	O	L = life of equipment
<p>Vehicle Records Title, registration, damage/accident reports, maintenance and service.</p>	L + 2Y	O	L = until vehicle is disposed

Y=Year P=Permanent T=Termination
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Administration (All Programs/Departments) Records Type/Description	Retention and Disposition	Format	Remarks
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Vehicle Claim Files Includes copies of the following: Motor Vehicle Accident Reports, Certification of Insurance, Lost-Stolen-Damaged Property Reviews, inspection reports, maintenance records (parts, service, repair estimates, work orders) Liability Accident Notices, registrations, and titles.	L = 3Y		L = until vehicle is disposed
Property Control Files Department copies of controlled property management reports, property tag register(s), excess property reports, property transfer documents, and related correspondence to include public auction reports.	5Y	E	
Visitor Logs	3Y	O	
Miscellaneous Includes drafts and working papers, telephone and correspondence tracking logs, calendars, certified/registered mail logs, etc.	C	E	C = until administrative need is met

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City Clerk, Governance and Legal	Retention and Disposition	Format	Remarks
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City Clerk, Governance and Legal

City Clerk

Records and Information Management Files File plans and records retention schedules, records disposition certificates and records transfer lists.	P	E	
Public Records Log and Requests for Public Records Information	1Y	E	
Incorporation Files May include information related to investigations, decisions, municipal logo, and official municipal seal.	P	PP	AS 29.05
Census Records Population estimates including resident data (e.g. name, age, gender, marital status, residence address, dependents, annual income, occupation, etc.)	C	O	C= until superseded. Retain backup data for 10 years. AS 29.60
Cemetery Master File Includes diagrams, maps, and indices of burial plots, record of lot sales, burial permits, cash/deed book, burial permits, register of internments and minutes of cemetery association/board.	P	PP	

Governance

Official Minutes Official accounts of the proceedings and actions of the City Council, boards, commissions and committees. Includes Department Committee and Committee records referenced in the General Administration Records.	P	PP	
Meeting Materials Notices of meeting, agendas, packets, correspondence, ordinance and resolution drafts, background papers, reports and presentations.	4Y	E	
Action/Informative Memoranda	4Y	E	

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City Clerk, Governance and Legal Records Type/Description	Retention and Disposition	Format	Remarks
Ordinances and Resolutions Adopted include amendments, code supplements, and record(s) of vote. Not adopted include the proposed ordinance/resolution, name of the proposer, ordinance number and record of vote.	P 10Y*	PP E	Maintain certified copy of all official ordinances in a separate ordinance file AS 29.20.380. *= Files with historical value should be retained permanently.
Municipal Code	P	E*	*Routinely updated. Keep one copy of prior updates.
Proclamations	P	PP	
Public Hearing Files Documentation related to appeal hearings: record of hearing, notices of meetings, audio recordings, final decision.	10Y	E	
Petitions Initiative, referenda and recall filed by private citizens or groups requesting formal action.	6Y	O	AS 29.26
Oaths of Office, Appointments and Resignations Includes oaths for boards, commissions, committees, and City Council.	P	E	AS 29.20.600
Applications for Commissions, Boards and Committees	3Y*	E	*= Until end of term.
Report of Financial and Business Interests/Conflict of Interest Statement (APOC disclosures) for elected/appointed municipal officers and employees.	6Y	E	AS 29.20.010

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City Clerk, Governance and Legal Records Type/Description	Retention and Disposition	Format	Remarks
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Legal			
Attorney Reports Communication Specific to Legal Advice or Interpretation Reports or memoranda prepared by attorney providing legal advice or interpretation.	P	E	
Litigation, Civil and Criminal Briefs, pleadings, investigative materials, court proceedings, transcripts, correspondence, exhibits, photographs and other media.	C+ 6Y	O	C= Until case is closed.

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Elections	Retention and Disposition	Format	Remarks
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Elections			
Ballot Records Voted, challenged, rejected, absentee and special needs ballots; absentee-in-person, special needs and questioned ballot envelopes; absentee by mail applications.	C+ 30 Days	O	C= Until certification of election, unless litigated or contested.
Certification of Election Returns Individual machine numbers, polling place designation, dates of election, total votes registered by machine, candidates or referenda, signature(s) of election certifying official, and City Council resolution accepting certified results.	P	PP	
Certificates of Election Copies of election certificates presented to candidates upon verification of election.	4Y	E	
Candidates List Lists of candidates to include name and address, order in which they will appear on the ballot, and term of office. Includes candidate withdrawals.	4Y	E	
Election Registers and Tally Books	4Y	PP	AS 15.15.470
Election Contest/Runoff Information	C+ 1Y	O	C= Until election is certified.
Department of Justice Preclearance Records	P	PP	
Declarations of Candidacy	4Y	E	AS 15.25.030
Recount Petitions Requests for recount of individual machine or paper ballot tallies.	4Y	E	
Affidavits Voter documents regarding special accommodation or action. Includes absentee voting officials' documentation.	4Y	O	
Election Officials' Records Recruitment materials, interest letters, training notes, acceptance forms, oaths, reimbursement requests, and time sheets.	4Y	E	
Campaign Disclosure Reports to APOC of municipal monies spent on informational campaigns.	6Y	E	

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Finance and Audit	Retention and Disposition	Format	Remarks
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Finance and Audit			
Financial Records and Reports			
General Accounting Records Workpapers, spreadsheets, summaries, receipts and other data documenting Department accounting practices. Includes financial data regarding accounts payable/receivable, grants/contract administration, assessment of fines, payment of license fees, etc.	3Y*	E	*= Provided an audit or other annual financial statement has been certified.
Financial Audit Reports Prepared by auditors annually.	P	O	
Financial and Accounting Reports Routine status reports documenting expenditures, balances, budget adherence and financial activity. Month-end closing reports for City Council.	C+ 3Y 1Y	O E	C= Current Fiscal Year
Ledgers and Journals General, Revenue, and Expenditure.	P	PP	
Banking Records Bank Statements and reconciliation including deposit and transmittal receipts, notices of correction, wire transfers, EFT debits, cancelled checks, etc.	C+ 3Y**	E	C= Current Fiscal Year **= Provided an audit or other annual financial statement has been certified.
Check Registry Checks that have been returned, voided, cancelled.	C+ 3Y**	E	C= Current Fiscal Year **= Provided an audit or other annual financial statement has been certified.
Cash Books and Cash Journals Ledgers showing details of daily receipts and expenditures, including running balances for each fund.	C+ 3Y**	E	C= Current Fiscal Year **= Provided an audit or other annual financial statement has been certified.

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Finance and Audit		Retention and Disposition	Format	Remarks
Records Type/Description				
Batch – Pertaining to Check Record of transaction and/or distribution of “run” containing edit register, journals, check register, etc.		3Y	E	
Revenue Sharing Files Applications, correspondence, audits and/or budgets relating to monies allocated to the City on a formula basis for public roads, medical facilities, fire department etc.		3Y	O	
Investment Records Purchase and sale confirmations, correspondence, letters requesting withdrawals and transfers		C+ 2Y	O	C= Life of investment
Bond Records Cancelled/redeemed bonds/coupons documenting proof of issuance and payments to individual bondholders.		3Y	E	
Bond Registers		C+ 20Y	E	C= Until issue called.
Foreclosure Files Includes delinquency reports, billings, petition of judgment, certified mailings, final judgments and certificates of redemption.		C+ 10Y	O	C= Until case is closed. Per AS 09.10.030 there is a 10-year statute of limitations on action to recover real property.
Debt Service Payment and Leasing Schedules Schedules of debt service payment for bond issues, leases, purchases, etc.		T + 1Y	E	
Travel Authorization and expense reports Completed travel authorization, advances, per diem and expense reports.		3Y	E	

Asset Management				
Assets Registry Inventory, depreciation, disposition documents, to include infrastructure.				
Fixed, including Infrastructure		L*	O	L = Life of Asset *= Or until authorized disposal of grant-funded assets.
Non-fixed		3Y	O	
Bills of Sale		7Y	O	

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Finance and Audit	Retention and Disposition	Format	Remarks
Records Type/Description			

Budget			
Final Operating and Capital Budgets Official plan and policy for the expenditure of funds approved by City Council.	P	E	
Budget Work Papers All drafts, instructions, worksheets, preliminary budgets, revenue and expense estimates, backup documentation and amendments.	3Y	E	

Accounts Payable			
Vendor Files Documentation relating to payments for commodities or services, fines, fees & permits. Includes financial transaction registers, vouchers, delivery orders, purchase orders, logs, supply requisitions, advertising orders, invoices, postage meter receipts, etc.	*+ 3Y	E	*= Current Fiscal Year

Risk Management			
Officials' Bonds	C+ 6Y	PP	C= Expiration of bond provided an audit has been conducted.
Insurance Policies and Endorsements Insurance proposals, policies and endorsements, bonds, riders, correspondence, financial coding and billing information for City liability and other types of insurance held by the City.	C+ 50Y	O	C= Until policy expires.
Distribution of Insurance Costs Record of distribution cost related to general liability, health, disability, life, property, workers compensation insurance, etc.	4Y	PP	
Risk Management Claim Files, including Vehicle Correspondence to/from claims adjusters, private attorneys, accident reports, property damage and personal injury summary reports, payment orders/verifications, pleading/deposits and individual claim records.	C+ 7Y	O	C= Until claim is settled and all legal aspects are resolved.
Health/Life Insurance Claims Monthly statement, claims paid, proof of claim payments received, journal entries recording claims paid.	*+ 7Y	E	*= Until claim is settled and all legal aspects are resolved.

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Payroll	Retention and Disposition	Format	Remarks
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Payroll			
Payroll Warrant Register List of check number, employee name, net amount and financial coding.	T + 10Y	E	
Payroll Journal	3Y*	E	*= Provided an audit or other financial statement has been certified.
Employee Payroll Files Documentation of employee salary and may include payroll action forms, notification of pay step increases, PERS enrollment/change forms, IRS data, etc.	T + 10Y		
Payroll Deduction Authorizations	4Y	E	
Timesheet Record of Hours Worked and Leave Accounting Employee daily, weekly or monthly record of hours worked <u>and</u> documentation for accrued/used leave.	3Y OR 50Y*	E	*Only destroy after 3 years IF the associated data and leave accounting is retained elsewhere.
Employee Pay Record Documents gross earnings, deductions and net pay for each employee.	50Y	E	
Direct Deposit Slip	C+ 3Y	E	C= Current fiscal year
W-2 Federal Withholding Tax Statement – Employer Copy	4Y	E	
W-4 Employee Withholding Exemptions	4Y	E	
Special Payroll Deductions Garnishments, Child support withholding orders, other court ordered deductions.	50Y	O	
Notification of Pay Increases	50Y	E	
Payroll Reports FICA, unemployment insurance (ESC), stopped/reissued warrants, deductions, benefits, overtime and retirement (PERS), etc.	4Y	E	
Deferred Compensation Claims and Quarterly Reports	7Y	E	
Electronic Federal Tax Payment (EFTPS) Documentation Record of tax deposits transmitted to the federal government. Includes spreadsheets and other backup.	4Y	E	

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Payroll Records Type/Description	Retention and Disposition	Format	Remarks
IRS Reports 941 quarterly report, 945 report, 1099R and related reports. May include reconciliations (work papers) regarding tax liability for retirees and their beneficiaries.	C+ 4Y	E	C= Until due date of appropriate tax return period or date tax is paid, whichever is later. 26 CFR 31.6001-1
Payroll Advance Request Form	2Y	E	
Vacation (Annual) and Sick Leave Requests	3Y	E	
Approved Leave Without Pay	50Y	E	
Contracts with Permanent Employees	T + 1Y	E	

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Accounts Receivable	Retention and Disposition	Format	Remarks
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Accounts Receivable			
Licensing and Sales Tax			
Approved Business License Applications Documents licensing and permitting of business operating within the City. May includes copies of Alcohol Beverage Control Board and similar applications.	C+ 3Y	E	C= License expiration.
Sales Tax Remittance Quarterly and/or annual sales tax payments and exemptions.	C+ 3Y	PP	C= License expiration.
Sales Tax Audit Sales Tax Audit findings from auditors, collection policy, agreement with audits on procedures for audits.	P	E	
Non-Business Licenses and Permits Includes public events, public facility use, etc.	C+ 1Y	E	C= Date permit expires
Permits Register List of all non-construction permits issued.	30Y	E	

Services, Utilities and Other Receivables			
Utility Service and Billing Utility service applications and agreements, changes of service, billing.	C	E	
Land Lease Payments	P	E	
Protective Custody Charges	3Y	E	
Ambulance Charges Charges of ambulance calls.	T	E	

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Human Resources Records Type/Description	Retention and Disposition	Format	Remarks
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Human Resources

Employee Files and Information

Employee Information and Confidential Personnel Files Official employment history, to include applications, resume, job description(s), personnel actions regarding hire, termination and promotion, policy acknowledgements, performance evaluations, commendations, discipline, training certificates, beneficiary information, insurance and benefits enrollment forms, change of address, Family Leave documentation, leave without pay documentation, etc.	T + 50Y	PP	Certain information is confidential.
Service Record Work history synopsis including dates of hire/release, positions held, salary and performance data.	50Y	E	
Immigration Reform & Control Act (1986) I-9 Forms Employment Eligibility Verification forms; employer certification; E-file case details for all those employed after March 2015.	C+ 3Y OR** T + 1Y	PP	C= Date of Hire **= Retain records for the longer period
Background Investigations Disclosure authorizations and background report	5Y	E	Fair Credit Reporting Act (FCRA) statute of limitations is 5 years
Drug/Alcohol Testing Pre-employment, post-accident, random and reasonable suspicion under DOT and non-DOT testing rules. Includes referrals to test, test results, records relating to the testing process, previous employer records, annual MIS reports, evaluations and referrals to SAPs.	5Y*	E O**	*= Unless litigated **= CCF or other specimen control form
Employee Medical Records Consists of injury and accident medical reports, lost time documentation, records used to monitor exposure.	T + 30Y	O	

Injury, Accident and Exposure Records

Injury and Accident Records Supervisor's incident/accident reports, and other non-personal data relating to on-the-job injuries and accidents.	*+ 6Y	O	*= Resolution of accident.
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Human Resources	Retention and Disposition	Format	Remarks
Records Type/Description			

Workers' Injury and Compensation Claims Employee Reports of Occupational Injury or Illness (Form 6100), Employer Reports (Form 6101), related medical reports, correspondence, legal filings.	C+ 40Y	O	C= Until case is inactive.
OSHA Logs OSHA 300 Log, Privacy case list (if one exists), annual summary and OSHA 301 Incident Report forms for accidents and/or injuries that occurred in the workplace and meet OSHA reporting criteria.	7Y	O	

Classification and Recruitment			
Organization Charts	C	E	
Salary Schedules	C	E	
Position (Job) Descriptions Descriptions of essential functions and responsibilities for each position.	C	E	
Job Class Specifications Minimum qualifications (knowledge, skills, and abilities) required for each job classification or position. Includes necessary education/certifications, wage, FLSA status, physical requirements, work environment and other distinguishing details. Includes reclassification information.	C	E	
Vacancy Announcements Description of job position for purposes of advertising and posting/recruitment (including notices submitted to media and/or union in accordance with City Code and/or Collective Bargaining Agreement requirements).	3Y	E	
Recruitment and Selection Disqualified/non-selected job applications, interview records, examinations, score sheets.	C+ 2Y	E	C= Date of hire, unless litigated.
Unsolicited Job Applications (Non-Advertised Positions)	1Y	E	

Collective Bargaining			
Collective Bargaining Contract	P	E	
Collective Bargaining Negotiation Files Tentatively approved articles, proposals, and counter-proposals, letters of understanding.	C+ 10Y	O	C= Ratification of Collective Bargaining Agreement
Contract Interpretation and Arbitration Decisions	P	O	

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Human Resources Records Type/Description	Retention and Disposition	Format	Remarks
Confidential Records, Reports and Claims			
Alaska Human Rights Records Records related to age, race and sex of employees as provided by employees.	2Y*	E	AS 18.80
Equal Employment Opportunity (EEO) Records Includes quarterly utilization, periodic compliance reports, annual reports, affirmative action plans, statistics.	10Y	E	Contains information that is confidential per AS 18.80.115
AHRA/EEO Complaint Case Files Records regarding discrimination charges, including documentation of the party making the charge and other employees/applicants in the same or similar positions.	C+ 7Y	O	C= Resolution of complaint.
Unfair Labor Practices Case Files Complaint, correspondence, notice of hearing, hearing transcriptions and exhibits, witness lists, audio and-or video tapes, final decision and order. Includes cases dismissed, withdrawn, or settled.	C	O	C= Life of the Bargaining Unit contract
Grievance Case Files Actions filed by employees against the City. Includes investigative notes, reports and correspondence.	C+ 5Y	O	C= Resolution and execution of any stipulations.

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Public Safety - Police Records Type/Description	Retention and Disposition	Format	Remarks
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Public Safety – Police

Incident Records

<p>Police Reports and Complaints</p> <p>Complaints Complaint details, to include data relating to reporting party, locations and nature of incident, dispatch time and specifics, and disposition of complaint</p> <p>Reports Records complaint, reports and follow-up for the following: felonies (which may include property records; arrest, court, processing, disposition and consent to search documents, witness/Miranda rights statements), motor vehicle accidents with injuries, missing person (unsolved), misdemeanors, abandoned vehicles/structures, breathalyzer use, domestic violence, accidental/unexplained death, escapes, certain non-criminal incidents.</p> <p>Noncriminal</p> <p>Criminal</p> <p>Motor Vehicle</p> <p>Accidental, Unexplained death</p> <p>Unsolved Missing Persons</p>	<p>2Y</p> <p>C</p> <p>3Y</p> <p>P</p> <p>P</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>C= Until statute of limitations has expired.</p>
<p>Field Interrogation Information Name and identifying data regarding persons questioned in the field, location, comments and disposition. May include vehicle information, NCIC checks and information used for analytical purposes.</p>	<p>5Y</p>	<p>E</p>	
<p>Investigative Case Information Working papers of cases under investigation. Includes polygraph, surveillance and crime lab reports, latent fingerprints, photographs and other media, and copies of information from Police Reports.</p> <p>Solved</p> <p>Unsolved</p>	<p>C+ 1Y</p> <p>P</p>	<p>E</p> <p>E</p>	<p>C= Date case is closed.</p>

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Public Safety - Police		Retention and Disposition	Format	Remarks
Records Type/Description				
Arrest Records Cumulative information for each adult arrested including booking documentation (name, arrest booking/AST number, address, date of birth, sex, occupation, physical description, offense, complaint report and disposition of case), finger-print cards, photographs, processing reports, copies from Police Report files, investigation reports, witness statements, signed Miranda rights, evidence examination requests, property records, rap sheets, court process and disposition documents.		Deceased or 10Y*	E	*= Retain for the longer period.
Juvenile Arrest Files Cumulative information file on each juvenile arrested. May include processing report, cover and face sheet, copies from complaint report files, investigation reports, property records, witness statements, signed Miranda rights, Family Court petitions, court process and disposition documents.		C+ 6Y	E	C= Until child reaches the age of majority.
Traffic Records Summons books, citations, tickets, notices for court appearances, etc.		1Y	E	
Property Records Individual record of property/evidence taken into custody. May include date, names, addresses, signatures, description, serial numbers, condition, location, complaint report number, comments and disposition.		C + 3Y	O	
Towed Vehicle Logs Property information, location, time, date, name of operator(s) responsible for tow, disposition information.		C+ 2Y	E	C= Disposal of property.

Interagency/Other Sensitive				
Outstanding Warrants Lists may include name, date of birth, address, offense code, case number, warrant date, status, charging section.		C	E	
Criminal Background Checks Checks completed to satisfy requests from employers under regulation. May include polygraphs, FBI checks, interviewer notes.		1Y	E	
Sex Offenders Information Data relative to sex offenders that may include name, address, photograph, place of employment, date of birth, crime for which convicted, date of conviction, and court of conviction.		C	E	
DFYS/ACS Notification Received reports of child abuse endangerment or neglect. May include cover letter, investigative observations/recommendations and summary.		3Y	E	

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Public Safety - Police	Retention and Disposition	Format	Remarks
Records Type/Description			

Confidential Informant Files May include number assigned to informant, informant and case officer names, reference to origins of the contact reports of information supplied by informant, and expenditure/payment records.	C+ 7Y	E	C= Until informant is no longer active.
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Holding Facility/Transfer

Holding Facility Records Includes prisoner's personal property, inspections (security, health, safety, fire detection/suppression, sanitation, security and first aid.) Also includes meal and housekeeping records.	3Y	E	
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Equipment

Radar Reports Certification of calibration, routine radar check reports, and other certification/verification information.	C+ 2Y	E	C= Date equipment is disposed.
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Equipment Calibration/Certification Records	C+ 2Y	E	C= Date equipment is disposed.
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Reports and Logs

Logs/Indices May include the following type of logs/indices: radio/dispatch for both police and fire/EMS rescue calls, tapes control, patrol, officer, detective, arrest booking, missing person, Grand Jury, NCIC inquiry, evidence, juvenile arrest, administrative (documenting time in court, educational activities, assisting another officer) overtime, weather, staffing/daily roster, daily assignment, unit, property recovery, radar, weapon, animal report, accident and towed vehicle.	5Y*	E	*Dispatch audio tapes may be overwritten (destroyed) after 30 days and reused.
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Stolen Property Lists Received and internally produced lists and printouts of lost, stolen, found, pledged, or pawned property.	C	E	
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Crime Statistics Compilations of crimes committed within the City of Cordova jurisdiction.	P	E	
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Uniform Crime Report (UCR) Monthly account of offenses and stolen/recovered property values sent to the Alaska State Troopers	5Y	E	
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Regulated Vehicle Permit Records	T + 2Y	E	
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Public Safety - Police	Retention and Disposition	Format	Remarks
Records Type/Description			

Police Standards			
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Training and Certification	T + 10Y	E	
Use of Force Investigations Investigations on the application of physical or deadly force. May include copies from complaint report file, inquiry, and findings.	7Y	E	
Internal Affairs Investigations Investigations of complaint of alleged officer misconduct. May include reports, correspondence, statements, investigation documentation, findings and disposition.	7Y	E	

Animal Control			
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Animal Control Animal complaint notifications/citations, description of animal, notification to owner, certification of ownership, owner claims, release of animal data, dog bite reports and statistical reports.	3Y	O	
Dog Licensing	C	E	

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Public Safety - Fire	Retention and Disposition	Format	Remarks
Records Type/Description			

Public Safety – Fire			
Incident Records			
Fire Investigation Files Record of fire department investigations of suspicious or incendiary fires. May include reports (fire, rescue, investigators, State Fire marshal, police, casualty, insurance), video evidence, memoranda, diagrams, or other documentation relating to investigation.	C+ 30Y	E	C= Date investigation is closed.
EMS Incident Reports	10Y	E	
Fire Safety Code Violations/Complaints	C+ 3Y	E	C= Until resolution of complaint.
Hazardous Materials Incident Files Records of hazardous material incidents. May include hazardous incident reports, copies of fire/rescue reports, narratives, and memoranda.	P	E	
Apparatus Accident Files Department record of accidents involving municipal fire/rescue vehicles. May include police reports, witness statements, memoranda, diagrams, photographs and related documentation. Differs from accident and/or Worker’s Compensation/OSHA reports related to personnel/volunteers involved in an accident or incident.	3Y*	PP	*= Retain longer if involved in litigation. Consult with legal counsel prior to disposition.

Hazardous Materials Reporting and Permits			
Permits/Licenses Applications and issued items to include open burn permits, fireworks, hazardous materials handling, etc.	C+ 3Y	E	C= Date permit expires
Hazardous Materials/Substances Right to Know Files Consists of detailed product/chemical identification listings supplied annually by individual employers that hold, use or sell products considered hazardous by the USDOL. Files may include USDOL forms or safety data sheets, emergency and hazardous chemical inventory forms, company emergency plans, inspection reports or other mandated documentation relating to hazardous substances. Annual Updates from Companies	3Y	E	*= As long as the company does business in Cordova.
All Other Records	*+ 7Y	E	

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Public Safety - Fire	Retention and Disposition	Format	Remarks
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Equipment			
Equipment Inspection Records Records of inspections for vehicles, mechanical systems, hoses, ladders and mask service information.	3Y	E	
Fire Hydrant Identification Files Locations, date installed, size, inspection records.	C	E	C= Until hydrant is no longer in service.

Training and Response Plans			
Training and Certification Records	C+ 6Y	E	C=Until employee is terminated or volunteer is no longer active.
Contingency and Emergency Services Plans	P	E	
Oil Spill Preparedness Files Includes information related to oil spill drills, incidents and inspections.	6Y	E	

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Planning and Community Development	Retention and Disposition	Format	Remarks
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Planning and Community Development

Land Use - General

<p>Land Use and/or Building Proposals Official correspondence, master, preliminary, and final plans, amendments, written comments from federal, state or other municipal agencies, permits and agreements with state and federal reviewing agencies, approved master and preliminary plans, site and impact analyses.</p> <p>Approved and Waivered</p> <p>Denied and Withdrawn</p>	<p>P</p> <p>3Y</p>	<p>PP</p> <p>PP</p>	
<p>Planning and Zoning Enforcement Case Files Complaints and associated actions regarding regulations enforcement</p>	<p>C+ 6Y</p>	<p>E</p>	<p>C= Date case is resolved.</p>
<p>Land Classification and Management Actions to classify lands within the City's jurisdiction. May relate to acquisitions, sales, leases, management agreements, resource sales, etc.</p>	<p>C+ 10Y</p>	<p>E</p>	<p>C= Date case is resolved. If case files are subject to potential litigation, retain until file no longer has legal value.</p>
<p>Plans, Maps, Drawings Plans, drawings, maps and as-builts including, but not limited to, municipal buildings, streets, survey/plat, lot plans, layout/grade, zoning, easements, landfills, subdivisions, traffic control, water and fire lanes.</p>	<p>P</p>	<p>E</p>	
<p>Real Property Disposal and acquisition, quit claim deeds, bills of sale, and other documentation related to easements, rights of way, other properties.</p>	<p>P</p>	<p>PP</p>	
<p>Building and Land Inventory Records New building construction and removal/renovation of older buildings; and, tracks land, subdivision, etc.</p>	<p>6Y</p>	<p>E</p>	
<p>Right of Way and Easement Files Grant of easement records for legal permission to conduct work on private property, including, but not limited to, laying, constructing, maintaining, operating, repairing and servicing water and sewage pipes, mains, drains, signs and utilities. Also vacations, descriptions of easement areas, diagrams, plans agreement, memoranda correspondence and property disposition.</p>	<p>P</p>	<p>PP</p>	

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Planning and Community Development			
Records Type/Description	Retention and Disposition	Format	Remarks
Land Parcel Files Full legal description and chain of title information for all land parcels. Includes nonconforming (illegal) splits.	C	E	
Land Township Files Includes deeds, easements, as-builts, surveys, entitlements, legal actions and documents.	P	O	
Municipal Entitlement Records History of land acquired from the State.	P	O	
Regulatory Compliance State, federal, and local reviews for conformance with external land use requirements, to include Coastal Management, EPA, native lands, etc. Compliance records may include copies of applications for authorization to perform work, request for preliminary determinations, wetlands determinations complaints, notices of violations, plans/maps, notices of public hearings, correspondence and memoranda.	C + 6Y	O	
Flood Control Erosion control studies, flood plain data, correspondence, maps and drawings documenting flood/erosion areas and specific problem parcels.	C	PP	

Capital Improvements and Construction			
Capital Improvement Request Files Documents capital improvements to public facilities, transportation systems and school districts for which a list of projects are nominated and prioritized for funding.	C+ 6Y	E	C= Until project is completed. AS 29.35.100
Permits Application files for permits including: Construction, Building, and Utility. May consist of applications, copy of permit, maps, site plans/plats, specifications, drawings, engineer/architect's certification, as-builts, inspection reports, accounting data, etc. Includes approved, conditional and temporary permits.	C+ 6Y	E	C=Life of the permit.
Permits Register List of all permits issued by Planning and/or Public Works (construction-related).	P	E	

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Planning and Community Development		Retention and Disposition	Format	Remarks
Records Type/Description				

Construction Project Files Includes 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.	C+ 6Y	E	C= Until project is completed. Portions may be retained for different periods under procurement or finance sections.
Site Selection Files Documents site selection for proposed facilities including fire service, libraries, parks, police, schools, utilities, water and sewer.	P	PP	
Subdivision and Land Development Projects Records documenting property subdivisions. May include applications, site plan review, check lists, inspections, diagrams, plans, plats, drawings, specifications, covenants, subsurface soils investigations, boundary surveys, memoranda and other analyses. Approved Denied	P C	PP PP	

Leased Property			
City Leases	C+ 6Y	E	C= Life of the Lease
Reports of Collection	6Y	E	

Names - Geographic and Road Addressing			
Geographic Names Consists of applications and backup data relating to the naming of mountains, lakes, streams and other geographic features.	P	PP	
Road Names and Addressing Information regarding road names and addresses, changes, copies of affidavit of publication.	P	PP	

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Property Tax Assessment Records Type/Description	Retention and Disposition	Format	Remarks
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Property Tax Assessment			
Annual Tax Assessment Roles Real and business property annual assessment rolls. Includes property description, assessed value of property and names/addresses of owners.	P	E	AS 29.45.160
Notices of Assessment Real and personal property assessment notices, including those undeliverable.	6Y	E	
Certification Files Annual assessment roll certifications, including senior citizen, disabled, and other specialized categories.	6Y	E	
Tax Appeal Files Includes written appeal, review actions and certifications.	6Y	E	
Real Property Parcel Master File Records used to certify and document the assessed value of all real property. Includes exemptions.	P	E	
Property Tax Foreclosure Records May include parcel inventory files and property acquired through tax foreclosure.	P	O	

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Public Works	Retention and Disposition	Format	Remarks
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Public Works

Facilities

<p>Work/Repair Orders and Complaints Request for work or repairs initiated by citizen complaint or internally. Data may include name and number of complainant or requestor, location and type of work to be performed, dates and times of receipt/response. This series would include any maintenance on vehicles or buildings.</p>	3Y	E	
<p>Facility Maintenance Includes all documents, files and data relating to maintenance, compliance, monitoring and operation of City facilities/property. Includes inspection certificates, utilities correspondence, plans, reports, etc.</p>	L OR C	E	L= For the life of the facility. C= until obsolete.
<p>Geologic Data Documents relating to slides, avalanches, borings/drainage, and other subsurface conditions including piling records.</p>	P	E	

Street Maintenance

<p>Snow Plow Files Records relating to snow plow routes and activity. May include logs, crew lists, maps, snow dump locations, or other documentation relevant to snow removal.</p>	C	E	
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Water and Wastewater

<p>Water and Sewer Assessments, Location and Connections Records detailing connections for individual properties and or municipal systems. Includes location, diagram, address, measurements, photographs, abatements. May include system specifications, request for location of connections, surveys, sketches, inspection and work reports.</p>	P	E	
<p>Water Service and Valve Location Records Detailing water service connections for individual properties and/or shared water system.</p>	C	E	
<p>Water System Monitoring Charts and Logs Graphs monitoring water distribution system including flow rates, pressure and elevation. Logs documenting water readings including date, time, reading information.</p>	5Y	E	

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Public Works	Retention and Disposition	Format	Remarks
Records Type/Description			
Water System Repair and Maintenance Records Record of work performed on individual connections, mains, etc.	3Y	E	
Water Testing Records Record of water testing and analysis conducted on water system. Records may include but are not limited to, laboratory certificates of analysis; microbiological, samples analysis and other result reports; water supply summary sheet; monthly water quality logs; chain of custody forms; and, lead/copper/nitrate results.			
Lead and copper analyses, corrosion control sampling and source water treatment records.	12Y	E	18 AAC 70
Chemical, organic/inorganic chemical, radiological and turbidity analyses, and sanitary system survey data.	10Y	E	18 AAC 72
Records of action taken to correct violations of primary drinking water regulations.	*+ 3Y	E	18 AAC 80 *= Until last action is taken with respect to the applicable violation.
Water Management Plans Plans mandated by Alaska Statute and regulated through the Alaska Administrative Code.	P	E	

Refuse and Landfill			
Landfill Operations Records relating to municipal landfill operations. May include certificates of insurance; ground water samples/analysis; EPA screening site inspection; preliminary assessments; state field test reports; methane gas analyses/results; engineering, operating, contingency, sedimentation and erosion control plans; hydro geological reports; monitoring logs; CERCLIS documentation; site access agreements; and, closure/post closure records.	P	E	CERCLIS= Comprehensive Environmental Response, Compensation and Liability. 23 AAC 60.380 (a) (2)
Recycling and Hazardous Waste Records Record of materials (household and other hazardous materials) received by the municipal refuse center/landfill and shipped out by public works staff. Data may include disposal authorizations/certifications, name of resident, address, date, materials delivered and vehicle registration number.	3Y*	E	*= Retain permanently if subject to potential litigation.

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Library and Museum Records Type/Description	Retention and Disposition	Format	Remarks
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Library and Museum			
Accession Records Documenting library/museum accessions and may include date purchased/amount, publisher, classification code, detailed descriptions, artifact care data, etc.	P	E	
De-Accession Records Items transferred, returned to donor, or disposed.	P	E	
Circulation Records May include privileged patron information, circulation cards, overdue notices, etc.	C	E	Confidential per AS 09.25.140
Shelf Lists and Inventories	C	E	
Accreditation Files	P	E	
Reference Requests and Collection Access Maintained for statistical purposes and documents pertinent researcher data (name, address, research topic, and materials requested.)	C	E	
Conservation Reports Artifact conservation records, including reports, photos, slides and negatives.	P	E	

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Port and Harbor Operations	Retention and Disposition	Format	Remarks
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Port and Harbor Operations			
Applications and/or Permits Includes moorage, storage, and other services requiring application.	2Y	O	
Customer Invoices/Charges for Service	3Y	E	
Port Improvements Development, records and correspondence from Army Corps of Engineers and DEC.	P	E	
Recycling and Hazardous Waste Records Record of materials (oil, antifreeze) processed by the harbor staff. Data may include disposal authorizations/certifications, date, materials delivered and recipient information.	3Y*	E	*= Retain permanently if subject to potential litigation.
Impound/Abandoned Property and Information	C+ 2Y	O	C= Termination of impound or disposal of property, whichever is later.
USCG Certification and Insurance	3Y	O	

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Information Technology	Retention and Disposition	Format	Remarks
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Information Technology			
Computer, Network and System Backups Local backup to an in-house server. Data is backed up to an offsite cloud location over the network for additional redundance and security.	C	E	C= Data on drives is rotated according to existing procedures.
System Inventory, Infrastructure and Documentation System documentation, wiring records, (specifications/drawings of buildings cables or computer hardware connections), software licenses/agreements, data systems and file specifications, security information (access requests/authorizations/logs, passwords), disaster recovery procedures, user guides, usage/inventory reports, backup procedures.	C	O	C= until obsolete
IT Service Requests	3Y	E	
Website Content records, site registrations, policies, procedures, applications, copyright permissions, site structure/directory, server and hosting, metrics	3Y	E	

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Parks and Recreation Records Type/Description	Retention and Disposition	Format	Remarks
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Parks and Recreation			
Recreation Programs Relating to programs and activities sponsored or developed by the Department. Records may include participant rosters, sponsor forms, schedules, tournament seedings, permission slips, volunteer lists, brochures, flyers and correspondence.	3Y*	E	*Histories and photographs should be retained permanently.
Certification and Training Records Coaches, instructors, lifeguards, etc. May include volunteer registrations, background checks, reference and training videos, newsletters and other certifications.	C	E	
Park Property Records Documents topographic features, drainage, structures, proposed enhancements, etc. Includes utility maps, easements and as-builts.	P	E	

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