

**CITY OF CORDOVA, ALASKA  
RESOLUTION 06-26-23**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
AUTHORIZING THE DISPOSAL OF CITY RECORDS THAT HAVE MET  
THEIR RETENTION PERIOD AND HAVE NO LEGAL OR ADMINISTRATIVE  
VALUE OR HISTORICAL INTEREST**

**WHEREAS**, the City Council adopted the City of Cordova Records Retention and Disposal Schedule on September 6, 2023, by Resolution 09-23-30; and

**WHEREAS**, according to the Local Government Records Retention Schedule, and the City Attorney, the attached list is of City records (Exhibit A) that no longer have legal or administrative value or historical interest and are scheduled for disposal.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Council of the City of Cordova, Alaska, hereby authorizes the disposal of City records described on the attached list. These records have been found to have no legal or administrative value or historical interest.

**PASSED AND APPROVED THIS 3<sup>rd</sup> DAY OF JUNE 2026**



  
\_\_\_\_\_  
Kristin Smith, Mayor

ATTEST:

  
\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk



May 2026 City Records Disposal List

| Department          | Retention Code                 | Record Series Title   | Descriptions   | Files Years | Retention   | Year-To-Destroy | Location    | Box Number | Format & Method of Destruction |
|---------------------|--------------------------------|---|--|-------------|---|-----------------|-------------|------------|--------------------------------|
| Finance and Audit   | AF                             |   | Budget work papers, Reports (not final audit report)   | 1993        | 20  | 2014            | CCMC        | 6          | Paper, Burn                    |
| HR                  | AF-3, PAY-3,                   | Department Budget work papers & final approved budget; Payroll Case Files;  | budget work papers, Salary payroll files,  | 1987-2001   | 3, 10,  | 2022            | CCMC        | 8          | Paper, Burn                    |
| Clerk               | CG-2                           | Public Hearing Files  | Clerk Copy-Council Packets- PH & MTG   | 2008        | 10  | 2019            | CCMC        | 431        | Paper, Burn                    |
| Clerk               | CG-2                           | Public Hearing Files  | Agenda notices   | 2005-2009   | 10  | 2020            | CCMC        | 432        | Paper, Burn                    |
| Clerk               | CG-2                           | Public Hearing Files  | Clerk copy-Council Packets PH & MTG Jan-May  | 2009        | 10  | 2020            | CCMC        | 437        | Paper, Burn                    |
| Clerk               | EBW-2                          | Construction Project Files  | Travel Lift (comp 2011) Mt Eccles (comp 2012)  | 2003-2008   | 6   | 2019            | CCMC        | 581        | Paper, Burn                    |
| Clerk               | AF-1, AS-3, AF-14, LEG-3, CG-1 | General Accounting Records, Department Budget Workpapers, Foreclosure Files, Litigation case files, Meeting Files | 08/09 Monthly Fin Rpt, 10 Del Ntc, 07 sm claims/src exp/BOE  | 2007-2010   | 3, 6, 13, 6, 5  | 2024            | CCMC        | 582        | Paper, Burn                    |
| Clerk               | GO-2, GO-14, AF-14             | Reading Files, Public Records Log & Requests for Information, Foreclosure Files                                   | 09 Clerk Files, 07-09 Tax requests, 05-09 records requests, 08-09 Del ntc  | 2005-2009   | 1,1,13  | 2023            | CCMC        | 583        | Paper, Burn                    |
| Finance             | PAY-11                         | Payroll Reports   | Payroll: Summaries 1/13-6/30 2011  | 2011        | 4   | 2016            | CCMC        | 674        | Paper, Burn                    |
| Finance             | PAY-11                         | Payroll Reports   | Payroll: Summaries 7/14-11/17 2011   | 2011        | 4   | 2016            | CCMC        | 675        | Paper, Burn                    |
| Finance             | PAY-11                         | Payroll Reports   |  | 2011        | 4   | 2016            | CCMC        | 678        | Paper, Burn                    |
| Finance             | PAY-2, PAY-6, PAY-11           | Payroll Journal, Employer W-2 Copy, Payroll Reports   | Payroll: 2010 Year end Payroll & W-3 summaries. 2011 Payroll year end summaries. 2001-2011 W-3/W-2 copies  | 2010, 2011  | 4   | 2016            | CCMC        | 679        | Paper, Burn                    |
| Clerk               | AS-2,3,4,                      | Notices of Assessment, Certification Files, Tax Appeals Files   | 2012 Property Tax: Notice of Assessment, Appeals, Delinquent Notices, Tax Information Requests   | 2012        | 6   | 2019            | CCMC        | 703        | Paper, Burn                    |
| Accounts Receivable | n/a                            | Licensing & Sales Tax & Services;   | Invoice registers, Sales tax/ Business License penalty notices, Business license renewal forms.Sales Non-Fileers,Business lic. Monthly Reprts,Sales Tax Monthly Reports,Final Bill Report, Building Permits & Sales Tax Exempt Permits,Accounts Receivables Monthly Reports; | 2019        | License Experaiton (end of year) + 3 years  | 2023            | Storage 227 | 19-01      | Paper, Burn                    |
| Accounts Receivable | n/a                            | Utilities, & Other Receivables  | Water/Sewer Taps, ACH Payments, Landfill Billing, Payroll Deduction, Late Fee Monthly Report, Shut off Notices, Utility Monthly  | 2019        | Account Closes + 6 Years  | 2025            | Storage 227 | 19-01      | Paper, Burn                    |
| Finance and Audit   | n/a                            | Accounts Payable  | Vendor files lettered A; documents relating to payments for sevicees, and invoices.  | 2019        | 3Y  | 2023            | Storage 227 | 19-02      | Paper, Burn                    |
| Finance and Audit   | n/a                            | Accounts Payable  | Vendor files lettered B & C; documents relating to payments for sevicees, and invoices.  | 2019        | 3Y  | 2023            | Storage 227 | 19-03      | Paper, Burn                    |
| Finance and Audit   | n/a                            | Accounts Payable  | Vendor files lettered D, E, F, G, & H documents relating to payments for sevicees, and invoices.   | 2019        | 3Y  | 2023            | Storage 227 | 19-04      | Paper, Burn                    |
| Finance and Audit   | n/a                            | Accounts Payable  | Vendor files lettered I, J, K, L, M, N O, P, & R documents relating to payments for sevicees, and invoices.  | 2019        | 3Y  | 2023            | Storage 227 | 19-05      | Paper, Burn                    |
| Finance and Audit   | n/a                            | Accounts Payable  | Vendor files lettered S documents relating to payments for sevicees, and invoices.   | 2019        | 3Y  | 2023            | Storage 227 | 19-06      | Paper, Burn                    |
| Finance and Audit   | n/a                            | Accounts Payable/ Financial Records, & Reports  | Vendor files lettered T, U, V, W, X, Y, Z documents relating to payments for sevicees, and invoices./ Batch-Pertaining to check-check monthly register reports.  | 2019        | 3Y  | 2023            | Storage 227 | 19-07      | Paper, Burn                    |
| Payroll             | n/a                            | IRS Reports   | 1099-Misc., & 1099 Reconciliation Report   | 2019        | Until due date of appropriate tax return period, or date tax is paid whichever is later. 26CFR31.6001-1/ 4Y | 2024            | Storage 227 | 19-08      | Paper, Burn                    |
| Finance and Audit   | n/a                            | Financial Records & Reports   | Banking records- July-Sept. deposit reports and deposit slips.   | 2019        | Current Fiscal Year/ 3Y-Provided an audit or other annual finance   | 2023            | Storage 227 | 19-08      | Paper, Burn                    |
| Finance and Audit   | n/a                            | Financial Records & Reports   | Banking records- Department Deposits. Misc. Deposits; Bidarki Parks & Rec; Pool; Harbor; Ambulance; cordova center; Library; & Police  | 2019        | Current Fiscal Year/ 3Y-Provided an audit or other annual finance   | 2023            | Storage 227 | 19-09      | Paper, Burn                    |
| Finance and Audit   | n/a                            | Financial Records & Reports   | Financial and Accounting Repotrs: business tax monthly registers; transaction registers; sales tax nonfilers; sales tax deficiency letters; Remote seller register/list and remittences; Raw fish  | 2021        | 4Y (Current Fiscal Year+3Y)   | 2026            | Storage 227 | 21-04      | paper, burn                    |
| Clerk               | n/a                            | Governance, Meeting Materials   | Council Packets and Agendas  | 2019-2021   | 4 years   | 2026            | Storage 227 | 19-10      | Paper, Burn                    |

|   |     |   |  |  |   |        |                         |       |  |
|---|-----|---|--|--|---|--------|-------------------------|-------|--|
| Clerk   | n/a | Governance, Meeting Materials                                   | Council Packets and Agendas  | 2014-2015                                  | 4 years   | 2020   | Storage 227             | 14-01 | Paper, Burn  |
| Elections   | n/a | Election Registers and Tally Books<br>Ballot Records            | 2020-2022 Election registers and tally books;<br>2020-2022 Absentee, questioned and special needs ballot envelopes, 2025 Voted, rejected, absentee and special needs ballots and ballot stubs. | March 2020-<br>March 2022;<br>March 2025   | 4 years<br><br>Until certification of election, plus 30 days                          | Apr-26 | Clerks Office           | 20-01 | Paper, Burn  |
| Parks & Recreation, Administration                    | n/a | General Administration, Committee or Commission Records         | Council and Commission meeting packets   | 1990-2020                                  | 3y  | 2024   | Bidarki P&R Office      | 20-02 | Paper, Burn  |
| Parks & Recreation                                    | n/a | Recreation Programs   | Programming forms and marketing-Fliers, unfilled out registration forms, Posters, Advertising.   | 2000-2022                                  | 3y  | 2026   | Bidarki P&R Office      | 22-02 | Paper, Burn  |
| Parks & Recreation, Administration                    | n/a | Incident Reports  | Non Staff Incident Reports   | 1997-2020                                  | 3y  | 2024   | Bidarki P&R Office      | 20-03 | Paper, Burn  |
| Parks & Recreation, Administration                    | n/a | General Administration, Miscellaneous                           | Price comparisons, Calendars, Notebooks, Till counts, Other businesses' advertisements, Product research, Quotes.  | 1998-2022                                  | C - Till the administrative need is met.  | 2026   | Bidarki P&R Office      | 22-03 | Paper, Burn  |
| Parks & Recreation, Administration                    | n/a | Recreation Programs; General Administration, Visitor Logs       | Membership registration forms, Visitor check-ins   | Unknown dates but not used in over 3 years | 3y  | 2026   | Bidarki P&R Office      | 22-04 | Paper, Burn  |
| Public Safety Fire                                    | n/a | Training and Response Plans, Training and Certification Records | 2005 CERT Records  | 5/1/2025                                   | until employee is terminated or volunteer is no longer active plus 6 years            | -      | City Hall               | 25-01 | paper, burn (Digitized: records scanned and held electronically)       |
| Public Safety Fire                                    | n/a | Incident Reports  | 1989-2022 Fire Emergency Records   | 1989-2022                                  | not listed (10 years)   | 2033   | City Hall               | 22-05 | paper, burn (Digitized: records scanned and held electronically)       |
| Public Safety Fire, Procurement, contracts and Grants | n/a | Grant Administration Files                                      | 2012-2021 SHSP Grants  | 2012-2021                                  | 6 years   | 2028   | City Hall               | 21-01 | paper, burn (Digitized: records scanned and held electronically)       |
| Public Safety Fire, Procurement, contracts and Grants | n/a | Grant Administration Files                                      | 2008-2018 EMPG Grants  | 2008-2018                                  | until federal audit is completed or 3 years after grant close out, whichever is later | -      | City Hall               | 18-01 | paper, burn (Digitized: records scanned and held electronically)       |
| Public Safety Fire, Procurement, contracts and Grants | n/a | Grant Administration Files                                      | 2001-2018 Code Blue Grants   | 2001-2018                                  | 6 years   | 2025   | City Hall               | 18-02 | paper, burn (Digitized: records scanned and held electronically)       |
| Public Safety Fire, Procurement, contracts and Grants | n/a | Grant Administration Files                                      | 2005-2012 SHSP/AFG Grants  | 2005-2012                                  | 6 years/ until federal audit completed or 3 years after grant close out               | -      | City Hall               | 12-01 | paper, burn (Digitized: records scanned and held electronically)       |
| Public Safety Fire                                    | n/a | Incident Records, EMS Incident Reports                          | EMS Incident Reports   | 2009-2014                                  | 10 years  | 2024   | City Hall, loading dock | 14-02 | paper, burn (Digitized: records scanned and held electronically in FD) |
| Public Safety Fire                                    | n/a | Incident Records, EMS Incident Reports                          | EMS Incident Reports   | 2019-2022                                  | 10 years  | 2032   | City Hall, loading dock | 22-06 | paper, burn (Digitized: records scanned and held electronically in FD) |
| Public Safety Fire                                    | n/a | Incident Records, EMS Incident Reports                          | EMS Incident Reports   | 2023                                       | 10 years  | 2033   | City Hall, loading dock | 23-02 | paper, burn (Digitized: records scanned and held electronically in FD) |
| Public Safety Fire                                    | n/a | Incident Records, EMS Incident Reports                          | EMS Incident Reports   | 2015-2018                                  | 10 years  | 2028   | City Hall, loading dock | 18-03 | paper, burn (Digitized: records scanned and held electronically in FD) |