

Introduced by: Mayor Eberhart
Date: March 21, 2016

RESOLUTION NO. 4724

**A RESOLUTION ADOPTING A CITY OF FAIRBANKS RECORDS
RETENTION SCHEDULE**

WHEREAS, on April 22, 2002, the City Council approved Resolution No. 3999 directing the City Clerk to maintain a City records management program under the advice of the City Attorney; and

WHEREAS, Resolution No. 3999 temporarily approved the use of the State of Alaska Local Government General Records Retention Schedule until a custom-tailored retention schedule could be finalized and approved; and

WHEREAS, in 2012, the City Clerk's Office began scanning and maintaining records in the Laserfiche records management software program and, since that time, other departments have begun using the program for electronic records management purposes; and

WHEREAS, the purpose of a records retention schedule is to increase the efficiency and accountability of City government through the orderly administration of public records, to safeguard the history of the City of Fairbanks, to increase storage space in City Hall, and to ensure compliance with federal, state and local laws regarding records retention; and

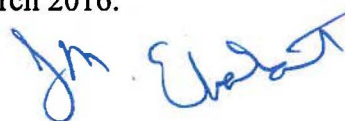
WHEREAS, the City Clerk, with the cooperation and input of all City Departments, has drafted a records retention schedule customized to meet the needs of the City of Fairbanks; and

WHEREAS, the adoption of a records retention schedule will help City staff, on an ongoing basis, to identify which records to destroy and which to maintain, significantly reducing the backlog of records stored in City Hall; and

WHEREAS, the City Attorney has reviewed and pre-approved the attached records retention schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, that the attached City of Fairbanks *Records Retention Schedule* is hereby adopted and will be made available at the City's website, www.fairbanksalaska.us. The schedule may be amended by resolution of the City Council.

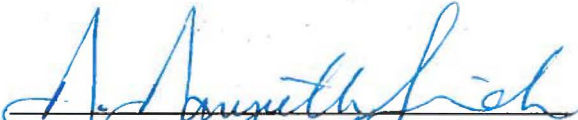
PASSED and APPROVED this 21st day of March 2016.




John Eberhart, City Mayor

AYES: PASSED and APPROVED on the CONSENT AGENDA
NAYS: None
ABSENT: Huntington
APPROVED: March 21, 2016

ATTEST:


D. Danyielle Snider, CMC, City Clerk

APPROVED AS TO FORM:


Paul J. Ewers, City Attorney

CITY OF FAIRBANKS

RECORDS RETENTION SCHEDULE



VERSION 1.0

**ADOPTED BY FAIRBANKS CITY COUNCIL
RESOLUTION No. 4724 ON MARCH 21, 2016**

**CITY OF FAIRBANKS
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PREFACE

The purpose of the City of Fairbanks Records Retention Schedule is to increase the efficiency and accountability of City government through the orderly administration of public records, safeguard the history of the City of Fairbanks, and ensure compliance with federal, state and local laws regarding records retention.

INTRODUCTION

Management and Preservation of Public Records

Alaska Statute (AS) 40.21 provides “for the orderly management of current state and local public records and to preserve noncurrent public records of permanent value for study and research.” AS 40.21.070 requires local governments to “promote the principles of efficient records management for local public records kept in accordance with state law” and that each governing body will “...as far as practical, follow the program established for the management of state records.” Furthermore, AS 29.20.380(4) states that the municipal clerk will “manage municipal records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary.”

Definition of a Record

AS 40.21.150 defines a record as any media, regardless of physical form or characteristic, that is “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...”

Values of Records that Impact Retention

- 1) Administrative/Operational: These records are needed for current operations of the City.
- 2) Financial: These records document fiscal transactions needed for tax and audit purposes.
- 3) Legal: These records document the rights of citizens or employees or pertain to contractual obligations.
- 4) Historical: These records have historical value if they document historical activities, policies, or procedures.

GLOSSARY

<i>Business Essential Records</i>	Records containing information that is essential to the continuing operation or survival of the organization. These records should be managed in a way to ensure their survival in the event of a manmade or natural disaster.
<i>Disposition</i>	The process by which a record is either destroyed or transferred to an offsite location as prescribed by a records retention schedule.
<i>Duplicates</i>	All copies of a record not considered to be the Official Record Copy.
<i>Official Record Copy</i>	A copy of a record that must be retained to fulfill all its legal responsibilities and must be retained for the total retention period cited in the organization’s adopted records retention schedule. An electronic copy may constitute the official copy of non-permanent or non-historical records.
<i>Record Series</i>	A group of similar records filed together by content.
<i>Retention</i>	The length of time that a record needs to be kept.

ADM - GENERAL ADMINISTRATIVE

Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
ADM-1	General Correspondence	Consists of original incoming and copies of outgoing letters and memoranda related to the general administration and operation of the agency, often arranged topically according to a file classification system. Includes the following types of correspondence: intra/inter- departmental, legislative, professional association, steering committee, and public. Also may consist of conference/training notes, organizational charts, delegations of authority, inventories, logs, studies, service pin award data, etc.	3 Years*	*General Correspondence of Mayor, Chief of Staff, Clerk, Department Heads, and Boards and Commissions may have archival value and may need to be retained permanently
ADM-2	Reading Files	Copies of outgoing letters, memoranda, and messages. Maintained as a discrete records series, these files are used for various administrative purposes.	3 Years*	*Reading Files of the Mayor, Chief of Staff, Clerk, and Department Heads may have archival value and may need to be retained permanently.
ADM-3	Policies and Procedures			
ADM-3.1	Major	Substantive and binding agency issued policies, procedures, directives, decisions, orders, rules, guidance, agreements, understandings, and manuals that address mission-essential functions for which the city is statutorily responsible. These records document city functions and have archival research value.	Retain Permanently	
ADM-3.2	Routine	Routine city-issued policies, procedures, directives, decisions, rules, organizational charts, and manuals that address internal functions and operating procedures.	C+3 Years	C = Until superseded/obsolete
ADM-4	Reports			
ADM-4.1	Annual, Audit, Management and Operation		Retain Permanently	
ADM-4.2	All Others	"All Others" includes Monthly, Statistical, Performance, Damage and Vandalism, Safety, Monitoring, etc.	3 Years	
ADM-5	Administrative Studies and Special Projects	Includes final reports and backup data regarding major administrative studies and special management projects.	Retain Permanently	Review backup data for archival value.
ADM-6	Department History Files	This series documents the functions and activities of the Department. Consists of promotional media including press releases, news clippings, photographs, videos, audios, CD's, DVD's and other electronic media. Also includes information officer project materials, Department Head speeches, written histories, monographs, brochures, pamphlets, etc.	Retain Permanently	
ADM-7	Transitory and Miscellaneous Administrative Information	Includes telephone logs, correspondence tracking logs, file plans, purchasing logs, property inventories, message books,	C	C = Until administrative need is met

ADM - GENERAL ADMINISTRATIVE Cont.				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
ADM-8	Drafts and Working Papers	This series contains documents, correspondence, reports, memoranda, and other materials in preliminary or developmental form before their iteration as a final product. Drafts may include copies of materials circulated for review for grammar, spelling and content. Working papers may include notes and miscellaneous documents used in compiling and assembling the final product.	C	C = Until administrative need is met
ADM-9	Technical Reference Files	Technical studies, newsletters and publications used in the administration of agency business.	C	C = Until administrative need is met
ADM-10	Equipment Records			
ADM-10.1	Delivery Orders, Correspondence, Usage Reports, General Maintenance and Inventories		L+4 Years*	L = Life of Equipment *Record to be maintained by originating department
ADM-10.2	Warranty Information, Instructions/Operating Manuals, Repair /Maintenance History, etc.		L+4 Years*	L = Life of Equipment *Record to be maintained by originating department
ADM-10.3	Documentation of Equipment Disposal, Destruction or Sale		L+4 Years*	L = Life of Equipment *Record to be maintained by originating department
ADM-11	Automotive Management			
ADM-11.1	Vehicle Records	This series documents each vehicle owned and serviced by the city. May include title; registration; work orders; correspondence; damage /accident reports; checklists; photographs; and inspection, service, maintenance and repair documents.	L+2 Years*	L = Life of Vehicle *If vehicle is involved in fatal accident or litigation, keep file 25 years or until legal counsel recommends disposition.
ADM-11.2	Claim Files	Includes copies of the following: motor vehicle accident reports, certificate of insurance, lost/stolen/damaged property reviews, inspection reports, maintenance records (parts, service, repair estimates, work orders) liability accident notices, registrations, and titles.	L+3 Years	L = Until vehicle is disposed
ADM-12	Officials' Bonds		C+6 Years	C = Expiration of bond Provided an audit has been conducted
ADM-13	Capital Improvement Request Files	This series documents capital improvements to public facilities and infrastructure. A list of projects are nominated and prioritized for funding, subject to City Council budget approval.	C+6 Years	C = Until project is completed. AS 29.35.100 Refer also to item PCG-1 (Procurement Records) and item FIN-1 (General Accounting Records).

BLD - BUILDING				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
BLD-1	Permit Application Files	Permits include: construction, building, electrical, mechanical, plumbing, utility, demolition, and waste water disposal. May consist of applications, copies of permits, maps, site plans/plats, drawings, as-builts, specifications, engineer/architect certifications, accounting data, etc.	Retain Permanently	
BLD-2	Inspection Files	Inspection reports including foundation, framing, electrical, plumbing, fire safety, etc.	Retain Permanently	
BLD-3	Permits Register	Log of all permits issued by the Building Department.	Retain Permanently	Refer to item LIC-3 for non-construction permits.
BLD-4	Landscape Project Files	Consists of records relating to landscaping and tree work including requests, design plans and work orders	Retain Permanently	

CLK - CLERK AND GOVERNING BODY

Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
CLK-1	Meeting Files			
CLK-1.1	Official Minutes	The official minutes constitute the official accounts of the proceedings and actions of City Council, City boards and commissions, community councils and special work groups.	Retain Permanently	
CLK-1.2	Backups	Other backup may include notices of meeting, agendas, packets, meeting dockets, roll call, correspondence, complaints, reports, transcripts, legal opinions, financial studies, declarations, recommendations, amendments to council rules, ordinances and resolutions, background papers and audio/visual products.	C	C = Until minutes have been approved
CLK-2	Public Hearing Files	Includes notices of meeting, affidavits of publication, work papers, public testimony registers, written testimony, exhibits and audio/visual materials.	10 Years	
CLK-3	Petitions	Includes initiatives, referenda and recall documentation filed by private citizens or groups requesting City Council action.	6 Years	AS 29.26
CLK-4	Proclamations	Issued/prepared by City Mayor or City Council.	Retain Permanently	
CLK-5	Codes, Ordinances and Resolutions			
CLK-5.1	Adopted	May include charter amendments, code supplements, log of all ordinances/ resolutions with numbers and final decision.	Retain Permanently	Maintain certified copy of all official ordinances in a separate ordinance file. AS 29.20.380
CLK-5.2	Not Adopted	May include lists of all proposed ordinances/resolutions, the proposer, ordinance number and final decision (e.g., tabled, withdrawn, postponed indefinitely).	10 Years*	*Files with historical value should be retained permanently.
CLK-6	Oaths of Office and Appointments	This series may consist of oaths for boards, commissions, committees, councils and elected officials; affirmations, acknowledgements, notices of appointments/resignations; lists of members with terms and dates of appointment; and the code or executive order establishing the entity.	Retain Permanently	AS 29.20.600
CLK-7	Conflict of Interest Statements	Statements by elected/appointed City officers, board/commission members, and employees.	6 Years	AS 29.20.010
CLK-8	Incorporation Files	Files documenting incorporation not found elsewhere on this schedule (petitions, public hearings, etc.). May include information related to investigations, decisions, City logo and official City seal.	Retain Permanently	AS 29.05
CLK-9	Annexation Files			
CLK-9.1	Passed		Retain Permanently	
CLK-9.2	Failed	Includes petitions, correspondence, affidavits of publication, copies of ordinances and related public hearing backup records.	5 Years	

CLK - CLERK AND GOVERNING BODY Cont.

Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
CLK-10	Cemetery Master Files	May include diagrams, maps and indices of burial plots, record of lot sales, burial permits, register of interments and minutes of cemetery commission.	Retain Permanently	
CLK-11	Public Records Request Log	Includes written request for public records received; log includes date of request, name of requester and other relevant information.	1 Year	
CLK-12	Records Management Files			
CLK-12.1	File Plans and Records Retention Schedules		Retain Permanently	
CLK-12.2	Records Disposition Certificates		Retain Permanently	
CLK-12.3	Records Transfer Lists (RTL)		Retain Permanently	

EL - ELECTIONS				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
EL-1	Voting Ballots (Completed, Challenged, Rejected, Absentee and Special Needs)	May include applications for absentee/special needs ballots.	C+1 Month	C = Until election is certified. If election is contested, retain longer per AS 15.15.470.
EL-2	Certificates of Election	Copies of election certificates presented to candidates upon verification of election.	4 Years	
EL-3	Certificates of Election Returns (Regular and Special)	Consists of individual machine numbers; polling place designations; date of election; total votes registered by machine, candidate or proposition; and signatures of canvass board judges, City Clerk, City Mayor and City Council members.	Retain Permanently	Certain certificates that are duplicated elsewhere or do not have archival value may be destroyed after administrative need is met.
EL-4	Election Registers and Tally Books	Consists of the following registers: precinct, final voting, questioned voter, special needs voting and absentee voter. May also include special needs voting applications.	4 Years	Retain longer if election is contested per AS 15.15.470.
EL-5	Election Contest and Runoff Information	Contested election and runoff data.	C+1 Year	C = Until election is certified
EL-6	DOJ Preclearance Records*	This series includes request and pre-clearance information for elections.	Retain Permanently	*DOJ = Department of Justice.
EL-7	Declarations of Candidacy	Declarations executed under oath including name, mailing address, office declared, residency length, etc.	4 Years	AS 15.25.030
EL-8	Financial Disclosure Statements	May include APOC financial disclosure report.*	6 Years	*APOC = Alaska Public Offices Commission
EL-9	Affidavits	Documents voters requiring or requesting action or special accommodation during an election.	4 Years	
EL-10	Recount Petitions	Candidate requests for recount of individual machine, precinct or paper ballot tallies. Includes candidate's reason for request.	4 Years	
EL-11	Candidate Lists	Official list of candidates includes: name and address of candidate, order in which they will appear on the ballot, office sought and term of office.	4 Years	
EL-12	Candidate Withdrawals	Certificates of withdrawal include candidate statement concerning reason for withdrawal.	4 Years	
EL-13	Election Officials' Records	May consist of recruitment materials, interest letters, training notes, acceptance forms, oaths and mileage reimbursement requests. Includes absentee voting officials' documentation.	4 Years	
EL-14	Voting District Descriptions and Maps	Descriptions of election precinct boundaries and maps indicating current voting district boundaries and numbers.	Retain Permanently	
EL-15	Campaign Disclosure Information	Information reported to APOC by the city when money is spent on informational campaigns.	6 Years	

ENG - ENGINEERING				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
ENG-1	Plans, Maps and Drawings	Plans, drawings, maps and as-builts including City buildings, streets, utilities, survey/plat, lot plans, and easements.	Retain Permanently	Reference copies may be disposed after administrative need is met.
ENG-2	Construction Project Files	Specifications, contracts, 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+6 Years	C = Until project is completed. Refer also to item PCG-1 (Procurement Records) and item FIN-1 (General Accounting Records).
ENG-3	Engineering Field and Benchmark Books	Engineering field measurements, sketches, and diagrams including elevations, distance, benchmarks, easements, drainage, and test data.	Retain Permanently	Reference copies may be disposed after administrative need is met.
ENG-4	Right of Way and Easement Files (Originals)	Grant of easement records for legal permission to conduct work on private property, including constructing, maintaining, operating, and repairing roadways, sidewalks, lighting, traffic signals, signs, and utilities. Also vacation (including section line and deeds of vacation), descriptions of easement areas, diagrams, agreements, plans, memoranda, correspondence and property disposition.	Retain Permanently	
ENG-5	Subdivisions and Land Development Project Files	Records documenting property subdivisions and developer agreements. May include applications, site plan review, check lists, inspections, diagrams, plans, plats, drawings, specifications, covenants, subsurface soils investigations, boundary surveys, memoranda, signed agreements, and other analyses.	Retain Permanently	
ENG-6	Regulatory Compliance Files	Records documenting compliance with state/federal requirements. May include copies of applications for authorization to perform work, requests for preliminary determinations, complaints, notices of violations, plans/maps, notices of public hearings, correspondence and memoranda.	C+6 Years	C = Until project is completed.
ENG-7	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 sewerage pipes, mains, drains, signs and utilities. Also vacations, descriptions of easement areas, diagrams, plans, agreements, memoranda, correspondence and property disposition.	Retain Permanently	Land Mangement may also administer the Official Record Copy.
ENG-8	Traffic Light Records			
ENG-8.1	Maintenance Records	Documents maintenance and servicing of traffic lights. May include intersection/signal diagrams, specifications, schematics, work and repair orders.	3 Years	
ENG-8.2	Reference Materials		L	L = For the functional life of the signal

FIN - FINANCE AND AUDIT

Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
FIN-1	General Accounting Records	May include work papers, spreadsheets, summaries, receipts and other data documenting department accounting practices. Includes financial data regarding accounts payable/receivable, grant/contract administration, assessment of fines, payment of license fees, etc.	3 Years*	*Provided an audit or other annual financial statement has been certified.
FIN-2	Department Budget Files			
FIN-2.1	Work Papers	Documents development of department operating and capital budgets prior to presentation to City Council. Includes budget instructions, submissions, backup documentation, cost allocations and annual estimates of revenue and expenditures.	3 Years	
FIN-2.2	Final Approved Budget		Retain Permanently	
FIN-3	Asset Inventories			
FIN-3.1	Fixed	Inventories of owned assets indicating value, location, purchasing information, etc. The Government Accounting Standards Board (GASB) requires municipalities to record infrastructure as part of their fixed assets.	L	L = Life of asset, or until state authorizes disposal of grant funded assets. Backup records dealing with an asset may be disposed per policy according to type (purchase order, grant, correspondence, etc.)
FIN-3.2	Non-Fixed		3 Years	
FIN-4	Financial and Accounting Reports			
FIN-4.1	Annual CAFR* (Audit)		Retain Permanently	*CAFR = Comprehensive Annual Financial Report. See item ADM-4.1 for Audit Reports
FIN-4.2	Audit Work Papers	Includes Annual Report prepared by the Chief Financial Officer summarizing financial condition, activity and balances and balancing/status reports output on a regular or ad hoc basis documenting agency expenditures and financial activity.	CFY+3 Years*	CFY = Current Fiscal Year *Provided an audit or other annual financial statement has been certified.
FIN-5	Sales Tax Registrations and Reports		3 Years	
FIN-6	Ledgers and Journals			
FIN-6.1	General, Revenue and Expenditure		Retain Permanently	
FIN-6.2	Subsidiary		CFY+3 Years*	CFY = Current Fiscal Year *Provided an audit or other annual financial statement has been certified.
FIN-7	Purchasing and Vendor Files	Documentation relating to the procurement and payment of city purchases (commodities, services, travel, fees, permits, etc.).	CFY+3 Years*	CFY = Current fiscal year *Retain grant purchase orders and invoices for 6 years after close of grant
FIN-8	Banking Records	Bank reconciliation and records of bank transactions for revenue and expenditures: deposits, ACH transactions, wire transfers, bank fees, outstanding checks, outstanding deposits, voided transactions (e.g., stopped payments) and check registers	CFY+3 Years*	CFY = Current fiscal year *Provided an audit or other annual financial statement has been certified.
FIN-8.1	Bank Statements		CFY+7 Years*	CFY = Current fiscal year *Provided an audit or other annual financial statement has been certified

FIN - FINANCE AND AUDIT Cont.

Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
FIN-9	Revenue Sharing and Safe Communities Files	Municipalities may be allocated money on a formula basis for public roads, public safety departments, equipment, etc. May consist of applications, correspondence and year-end audits/budgets.	3 Years*	*Provided an audit or other annual financial statement has been certified.
FIN-10	Bond Records	Includes cancelled/redeemed bonds/coupons documenting proof of issuance and payments to individual bondholders.	3 Years*	*Provided an audit or other annual financial statement has been certified.
FIN-11	Bond Registers	Includes numeric listing of bond/coupon register.	C+20 Years	C = Until issue called
FIN-12	Bills of Sale	Official documentation of sales transactions between the city and a buyer.	7 Years	
FIN-13	Foreclosure Files	Documents foreclosures and includes delinquency reports, billings, petition of judgment, certified mailings, final judgments, and certificates of redemption.	C+10 Years	C = Until case is closed. Per AS 09.10.030 there is a 10 year statute of limitations on action to recover real property. Certain files may have archival value.

FIR - FIRE AND RESCUE				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
FIR-1	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), audio/video evidence, memoranda, diagrams, or other documentation relating to investigation.	C+30 Years	C = Until investigation is closed
FIR-2	EMS Incident Reports	Reports of any incident that involved Emergency Medical Services.	10 Years	
FIR-3	Fire Inspection and Compliance Files	This series documents fire safety inspection before and after building construction is completed. May include building plans used in inspection/approval process detailing fire detection specifications or other Fire Safety Code compliance requirements, certificates of inspection, violation appeals, department responses, surveys and applications for variances.	C*	C = Until building is no longer in use. *Retain building plans until Certificate of Occupancy is issued and plans have no administrative value.
FIR-4	Permits and Licenses Issued	Applications and permits issued by local fire authority. May include open burn permits, permits relating to fireworks, storage/handling of flammable liquids or hazardous substances, model rocket engines, or the sale of fire detection equipment.	C+3 Years	C = Until permit expires
FIR-5	Variances	Variances issued by City Council. Note: Variances may form part of Fire Inspection/Compliance Files (item FIR-3).	L	L = For life of the building or until occupancy classification is legally changed.
FIR-6	Violation and Complaint Files	Record of violations and complaints relating to the Fire Safety Code. May include name, time, address, location of violation/complaint, complaint summaries, investigation reports, disposition and department follow-ups.	C+3 Years	C = Until resolution of complaint
FIR-7	Fire and Rescue Response Dispatch Recordings	Audio recordings of incoming calls and outgoing dispatch instructions.	30 Days	
FIR-8	Fire and Rescue Response Dispatch Cards and Logs	Record of incoming calls received by Dispatch. Data may include type of call (phone, radio, in person) complainant name, address and phone number; name of dispatcher; time of call receipt; dispatch to scene; rescue or engine numbers responding.	3 Years	
FIR-9	Fire and Rescue Alarm Response Recordings	Recording of alarms received detailing box number, location, date and time alarm received.	1 Year	
FIR-10	Fire and Rescue Alarm Response Cards	Record detailing location and appropriate response for alarms from individual boxes. Information may include location, contact names, number of vehicle(s) to respond and standby vehicles.	C	C = Until superseded/obsolete or administrative need is met.
FIR-11	Fire and EMS Training Files	Consists of correspondence, course descriptions, training dates and exam results.	T+6 Years	T = Until termination of employee or volunteer no longer active.

FIR - FIRE AND RESCUE Cont.

Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
FIR-12	Fire Prevention Education Programs	Multimedia materials used in fire prevention education including brochures, audio/visual recordings, CD's, posters, pamphlets and other program resources.	C	C = Until superseded/obsolete or administrative need is met.
FIR-13	Fire and Rescue Response Circuit and Radio Box Records			
FIR-13.1	Test Logs	Record of alarm response tests conducted on all circuit, radio and location alarm boxes to ensure proper alarm signals are being received. May also include maintenance records and inspection/testing records for individual alarm systems including systems testing and certification documentation, inspection records, service contracts and reports, permits, diagrams, site information, emergency contact lists and correspondence.	1 Year	
FIR-13.2	Alarm Records		L	L = Life of System
FIR-14	Equipment Inspection Records	Records of inspections for vehicles, mechanical systems, hoses, hydrants, ladders (ground and aerial), mask service information (model, serial number, purchase date, type), cubic feet of tank and service records.	3 Years	
FIR-14.1	Mask Service and Ladder Information		C	C = Until replaced or no longer in service.
FIR-15	Apparatus Accident Files	Department record of accidents involving city fire/rescue vehicles. May include police reports, witness statements, memoranda, diagrams, photographs and related documentation.	3 Years*	*Retain longer if involved in litigation. Consult with legal counsel prior to disposition.
FIR-16	Fire Hydrant Identification Files	Record of individual fire hydrants in service. Data may include identifying characteristics of each hydrant including location, date installed, size of lead, make, number of turns to open, size of main.	C	C = Until hydrant is no longer in service.
FIR-17	Oil Spill Preparedness Files	Includes information related to oil spill drills, incidents and inspections.	6 Years	
FIR-18	Hazardous Materials and Hazardous Substances Right to Know Files			
FIR-18.1	Annual Updates		3 Years	
FIR-18.2	All Other Records	Consists of detailed product/chemical identification listings supplied annually by individual employers that hold, use, or sell products considered hazardous by the USDOL, DOSH. This series may include USDOL forms or material safety data sheets, emergency and hazardous chemical inventory forms, company emergency plans, inspection reports, or other mandated documentation relating to hazardous substances.*	C+7 Years	C = As long as the employer does business in the City. *USDOL = United States Department of Labor *DOSH = Department of Occupational Safety and Health.

FIR - FIRE AND RESCUE Cont.

Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
FIR-19	Hazardous Materials Incident Files	Records of hazardous material incidents. May include hazardous incident reports, copies of fire/rescue reports, narratives, and memoranda.	Retain Permanently	
FIR-20	Contingency and Emergency Services Plans		Retain Permanently	

HR - HUMAN RESOURCES MANAGEMENT

Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
HR-1	Individual Personnel Files	Official employment history including applications; resumes; personnel actions regarding hire, termination, and promotion; performance appraisals; results from employment tests; insurance and benefits backup; FMLA documentation; letters of commendation/reprimand; training certificates/history; driving records; drug/alcohol tests; etc.*	T+50 Years	T = Termination of employment. Certain information is confidential. *FMLA = Family and Medical Leave Act
HR-2	Service Record Card and Employment History	Work history synopsis including dates of hire/release, position(s) held, salary, and performance data.	50 Years	
HR-3	Recruitment, Selection and Appointment Records	Consists of job applications, transcripts, recruitment notices, examinations, test answer sheets, score sheets, score results, affidavits of publication and correspondence.	C+2 Years	C = Date of Hire. Certain information is confidential.
HR-4	Job Applications (Unsolicited)		1 Year	Certain information is confidential.
HR-5	Master Examination Files	Samples of each test or examination used in the selection and rating process of prospective employees, including answer keys.	C	C = Until superseded/obsolete or administrative need is met.
HR-6	Organization Charts		C	C = Until superseded/obsolete or administrative need is met.
HR-7	Salary Schedules		C	C = Until superseded/obsolete or administrative need is met.
HR-8	Job Descriptions	Description of specific duties for each position.	C	C = Until superseded/obsolete or administrative need is met.
HR-9	Job Class Specifications	Minimum qualifications (knowledge, skills and abilities) required for each job classification or position. May contain necessary education/certifications, examples of duties, salary, category of position and distinguishing characteristics.	C	C = Until superseded/obsolete or administrative need is met.
HR-10	Classification and Reclassification Action Case Files	Department action regarding specific positions/classifications.	C	C = Until superseded/obsolete or administrative need is met.
HR-11	Grievance Case Files	Documents grievances filed by employees against the city. Consists of grievance forms, investigative notes, reports, correspondence and related backup.	C+5 Years	C = Resolution and execution of any stipulations. Relates to "For Cause" employees rather than "At Will" employees. Certain information is confidential.
HR-12	Collective Bargaining Negotiation Files	This records series consists of letters of understanding, tentatively-agreed articles, proposals and counter proposals. This series provides a historical overview of collective bargaining.	C+10 Years	C = Until collective bargaining agreement is approved. Relates to "For Cause" employees rather than "At Will" employees.
HR-13	Contract Interpretation and Arbitration Decisions	Includes exhibits, briefs and arbitrations relating to contract interpretation.	Retain Permanently	Relates to "For Cause" employees rather than "At Will" employees.
HR-14	Unfair Labor Practices Case Files	Consists of the complaint, correspondence, notice of hearing, hearing transcripts and exhibits, witness lists, audio/video recordings, and a copy of the final decision and order. Also includes cases dismissed, withdrawn or settled.	L	L = For the life of the bargaining unit contract. Review prior to destruction for cases that may have historical significance.

HR - HUMAN RESOURCES MANAGEMENT Cont.

Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
HR-15	Training Course Files	Consists of nominations, schedules with course information, course evaluations from participants, correspondence and rosters.	3 Years	
HR-16	Training Course Development Files	Course materials including audio/visual products, training aides, research materials, correspondence, and other media related to the development and/or presentation of training presentations.	C	C = Until superseded/obsolete or administrative need is met.
HR-17	EEO Administration Records*	Includes quarterly utilization, compliance and annual reports; affirmative action plans; complaint case files; departmental actions; and employment statistics.	10 Years	Certain information is confidential per AS 18.80.115. *EEO = Equal Employment Opportunity
HR-18	EEO Complaint Case Files*	Consists of records regarding discrimination charges, including documentation of the party making the charge and other employees/applicants in the same or similar positions, and departmental actions. Discrimination charges may be on the basis of race, color, religion, national origin, gender, sexual orientation, social class, age, etc.	C+7 Years	C = Until complaint is resolved. Retention complies with Title VII of the Civil Rights Act of 1964. Certain information is confidential per AS 18.80.115. *EEO = Equal Employment Opportunity
HR-19	Employee Medical Records			
HR-19.1	Official Record Copy	Consists of on-the-job accident/illness/ medical reports, lost time documentation, records used to monitor exposure, correspondence, etc. Includes instances where employees were exposed to blood-borne pathogens, formaldehyde, asbestos, mercury, or other hazardous substances.	Official T+30 Years	T = Termination of employment. Confidential per AS 40.25.120. 29 CFR 1910.1001
HR-19.2	Duplicates		Duplicates T+1 Year	
HR-20	Hazard Communication and Material Safety Data Sheets	Lists of hazardous chemicals present in the workplace and copies of material safety data sheets received with incoming shipments of chemicals and posted in the workplace.	30 Years	Official Record Copy retained by receiving Department. 20 CFR 1910.1200; 1410.450
HR-21	Immigration Reform and Control Act (1986) I-9 Forms	Employment Eligibility Verification forms retained by the employer. All employees hired after November 6, 1986 complete Section 1; employers complete Section 2.	C+3 Years or T+1 Year*	C = Date of hire T = Termination of employment *Retain records for the longer period.
HR-22	Alaska Human Rights Act Records	Records of the age, race, and sex of all applicants for employment and all employees.	2 Years	AS 18.80

IT - INFORMATION TECHNOLOGY

Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
IT-1	Website Content, Management and Operations Records	Website related records including web content records which represent information presented on a website; and website administrative records which provide evidence of the management and operations of the website. Records may include: webmaster policies; procedures; notes; content pages, inclusive of the HTML markup; records generated when a user interacts with a site; lists of URL's referenced in the site's hyperlinks; website design records; records addressing usage of copyrighted material; software applications used to operate the site; web snapshots; site maps depicting directory structure/hierarchy; server environment configuration specifications; webpage metrics/statistics; and other development materials used in the creation and maintenance of department sites.	3 Years*	*Review for permanent retention. Backup recordings may be stored offsite for security. Media is rotated according to departmental backup procedures.
IT-2	Automatic Data Processing and Electronic Data Processing Media	Office copies of media used for communicating with data processing equipment or for preliminary input, temporary storage, or output control (which serves as an intermediate means for the production of printouts, Computer-Output Microfiche (COM) or online data).	C	C = Retain until superseded/ obsolete or administrative need is met
IT-3	Computer System Files			
IT-3.1	Backup Media		C*	C = Until superseded/obsolete or administrative need is met. *Backup media is rotated to support daily operations. Once media is no longer usable, it will be destroyed. System related data should be retained until the system is superseded/obsolete.
IT-3.2	Documentation File	Documentation file may include: program/system documentation, wiring records (specifications/drawings of building, cables or computer hardware connections) application software licenses/agreements, data systems and file specifications, security information (access requests, authorizations, logs, passwords), disaster recovery procedures, user guides, usage/inventory reports, and backup procedures.		
IT-4	IT Service Requests	Requests for service from departments. Documents requestor, type of service requested, and IT responses/ actions.	3 Years*	*Requests are maintained in an automated HelpDesk application
IT-5	Executive Personnel Electronic Correspondence (E-mail)		T+5 Years	T = Termination of employee

LGL - LEGAL				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
LGL-1	City Attorney Opinions	Consists of official and informal positions regarding legal issues affecting Departments, the Mayor or the City Council. May include information/action memoranda regarding ordinances and resolutions.	Retain Permanently	
LGL-2	Regulation Files	Includes matters relating to local legislation in which the city has an interest or has been involved.	10 Years*	*Review for historical value.
LGL-3	Litigation Case Files	This series documents city action in civil and criminal cases. Includes briefs, pleadings, investigative materials, court proceedings, transcripts, correspondence, exhibits, photographs and other media.	C+6 Years	C = Until case is closed
LGL-4	Investigation and Matter Files	This series documents investigations that are not prosecuted. Includes work papers, analyses, evidence, final reports, requests for legal opinions, research notes, correspondence, photographs and other media.	C+6 Years	C = Until investigation concludes
LGL-5	Notice to Comply and/or Violation Reports		3 Years	
LGL-6	Vehicle Impound and Forfeiture Files	Records documenting vehicle impounds including impound payments, bill of sale, forfeiture documentation, affidavits of publishing, auction records, release authorization, etc.	T+6 Years	T = Until vehicle is released or sold at auction

LIC - LICENSING				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
LIC-1	Business Licensing			
LIC-1.1	Approved	This series documents licensure and permitting of businesses located within the city limits of Fairbanks. May include copies of Alcohol and Marijuana Control Office applications.	C+3 Years	C = Until permit expires.
LIC-1.2	Denied, rejected or withdrawn		1 Year	
LIC-2	Licenses and Permits (Non-Business)			
LIC-2.1	Approved	Includes special/multi-vendor event permits, occupational licensing, noise variance permits, bicycle licenses, etc.	C+1 Year	C = Until permit expires.
LIC-2.2	Denied, rejected or withdrawn		6 Months	
LIC-3	Permits Register	List of all non-construction permits issued by the City.	30 Years	

LM - LAND MANAGEMENT				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
LM-1	Land Management Case Files	Documents management of lands including files related to acquisitions, sales, leases, management agreements, letters of entry, etc.	C+10 Years	C = Until case is closed. If case files subject to potential litigation, retain until file no longer has legal value. Some files may have permanent archival value.
LM-2	Land Township/Range/Section Files	Includes deeds, easements, entitlement documents, City Council actions and other legal documents.	Retain Permanently	
LM-3	Municipal Entitlement Records	History of land acquired from the State (selection, patent).	Retain Permanently	
LM-4	Property Tax Foreclosure Records	May include parcel inventory files and property acquired through tax foreclosure where repurchase rights have been extinguished.	Retain Permanently	
LM-5	Site Selection Files	Documents site selection for proposed facilities including fire, police, dispatch, public works, training and administrative facilities	Retain Permanently	
LM-6	Property Control Files	Agency copies of controlled property management reports, property tag register, excess property reports, property transfer documents, and related correspondence.	5 Years	

PAY - PAYROLL				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
PAY-1	Payroll Warrant Register	Lists check number, employee name, net amount and financial coding.	T+10 Years	T = Termination of employee
PAY-2	Payroll Journal		3 Years*	*Provided an audit or other annual financial statement has been certified.
PAY-3	Payroll Case Files	These case files document employee salary and may include payroll action forms, PERS enrollment/change forms and IRS data.*	T+10 Years	T = Termination of employee *PERS = Public Employees' Retirement System *IRS = Internal Revenue Service
PAY-4	Payroll Deduction Authorizations	Includes reports and lists.	T+4 Years	T = Termination of employee
PAY-5	Leave Accounting	Timesheets (daily, weekly or monthly records of hours worked) and documentation for accrued/used leave.	3 or 50 years*	*Only destroy after 3 years if the associated data or leave accounting is recorded elsewhere. For questions, contact the State Division of Retirement and Benefits for clarification.
PAY-6	Employer W-2 Copy	Federal withholding tax statement.	Retain Permanently	
PAY-7	Employee Pay Record Cards	Documents gross earnings, deductions and net pay for each employee.	50 Years	
PAY-8	Employee Withholding Exemptions (W-4)		T+4 Years	T = Termination of employee
PAY-9	Garnishment and Payroll Deduction Court Orders		50 Years	
PAY-10	Notification of Pay Step Increases		50 Years	
PAY-11	Payroll Reports	May include the following reports: Federal Insurance Contribution Act, unemployment insurance, summary/special detailed queries, stopped/reissued warrants, overtime and retirement.	T+4 Years*	T = Termination of employee *Never destroy retirement reports
PAY-12	Electronic Federal Tax Payment (EFTPS) Documentation	Documents tax deposits transmitted to the federal government (includes spreadsheets and other backup).	4 Years	
PAY-13	Internal Revenue Service Reports and Reconciliations	May consist of the following IRS reports: 1099R and related reports and 945. May include reconciliations (work papers) regarding tax liability for retirees and their beneficiaries.*	C+4 Years	C = Until due date of appropriate tax return period or date tax is paid, whichever is later. *IRS = Internal Revenue Service 26 CFR 31.6001-1
PAY-14	Savings Bond and 401K Accounting Records		50 Years	

PCG – PROCUREMENT, CONTRACTS AND GRANTS

Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
PCG-1	Procurement Records	This series includes documents related to purchases of goods and services and may include bid specifications, requests for proposal, vendor solicitations, price quotations, bid abstracts, purchase orders/requisitions, contracts/leases, delivery orders, correspondence and tracking logs.	CFY+20 Years	CFY = Current fiscal year. Refer to item PCG-2 (Contract Administration) if a formal contract is required. Refer also to item FIN-7 (Purchasing/Vendor Files).
PCG-2	Contract Administration	Consists of notification of award, original contract, and amendments or renewals, special conditions, fiscal reports, payment logs, progress reports and correspondence. Includes contracts for leased space, contract insurance and bonds.	L+20 Years*	L = Life of contract. *Per AS 09.10.053, the Statute of Limitations is 3 years for causes of action which accrued after August 7, 1997. (SLA 1997 Chapter 26, Sections 3 and 4. Silvers v Silvers, 999 P.2d 786, 790 n.4 (Alaska 2000).
PCG-3	Grant Administration Files			
PCG-3.1	State	Documents receipt of State or federal monies and consists of applications, copies of notifications of grant awards, agreements, special conditions, fiscal reports, closeout documents, reports (audit, status, progress and compliance) and correspondence.	C	C = 6 years after grant closeout. Refer to item FIN-1 (General Accounting Records) for financial documents relating to grants.
PCG-3.2	Federal			
PCG-4	Grant Applications (Not Awarded)	Applications that were not approved or funded.	1 Year	

POL - POLICE				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
POL-1	Complaint Cards	Record of complaints to police/public safety officer. Includes data relating to reporting party; location, time and nature of incident; dispatch information; and disposition.	2 Years	Official Record Copy may be administered in another records series.
POL-2	Police Reports (Major and Minor)	Records complaint, report and follow-up for the following: felonies (which may include property records, arrests, court records, processing, dispositions, consents to search documents, witness statements, and Miranda rights statements), motor vehicle accidents with injuries, missing person cases (unsolved), misdemeanors, abandoned vehicles/structures, breathalyzer use, domestic violence, accidental/unexplained death, escapes, etc.	1 year	
POL-3	Field Interrogation Cards	Name and identifying data regarding persons questioned in the field, location of interrogation, comments, and disposition. May include vehicle information, NCIC checks and other information used for analytical purposes.*	5 Years	*NCIC = National Crime Information Center.
POL-4	Investigation Case Files	Detectives' working papers of cases under investigation. Contains polygraph, surveillance and crime lab reports; latent fingerprints; photographs and other media; and copies from police reports (item POL-2)	Retain Permanently	
POL-5	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), fingerprint cards, photographs (mug shots), processing reports, copies from police report files, investigation reports, witness statements, signed Miranda rights, evidence examination requests, property records, rap sheets, court records, and process and disposition documents.	D or 10 Years*	D = Until person is deceased. *Retain records for the longer period.
POL-6	Outstanding Warrants	Lists of outstanding arrest warrants may include name, date of birth, address, offense code, case number, warrant date, status, and charging section.	C	C = Until superseded/obsolete or administrative need is met.
POL-7	Use of Force Investigations	Investigations on the application of physical or deadly force may include copies from complaint report file, inquiry and findings.	7 Years	Per AS 09.10.070 a tort or civil rights claim against the State for use of force must be filed within two years. Final report will be maintained by Human Resources.
POL-8	Internal Affairs Investigations	Investigations of complaints of alleged officer misconduct may include reports, correspondence, statements, investigation documentation, findings and disposition.	7 Years	Per AS 09.10.070 a tort or civil rights claim against the State for use of force must be filed within two years. Final report in HR file.

POL – POLICE Cont.				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
POL-9	Confidential Informant Files	Information recorded 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+7 Years	C = Until informant is no longer active
POL-10	Logs and Indices			
POL-10.1	Miscellaneous	May include the following type of logs/indices: radio/dispatch, tape control, patrol, officer/cruiser, detective, arrest booking, mug shot, 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, accident and towed vehicle.	5 Years	*NCIC = National Crime Information Center.
POL-10.2	Dispatch Audio Recordings		30 days	
POL-11	Property Records	Individual record of property/evidence taken into custody. May include date, names, addresses, signatures, description, serial numbers, condition, location/bin, complaint report number, comments and disposition.	C+3 Years	C = Until property is disposed of
POL-12	Stolen Property Lists	Received and internally produced lists and printouts of lost, stolen, found, pledged or pawned property.	C	C = Until superseded/obsolete or administrative need is met
POL-13	Criminal Background Checks	Criminal background checks done as a consequence of requests from employers or city requirements. May include polygraph tests, FBI checks, interviewer notes, etc. Examples include school, day care, public safety, or nursing home employees.*	1 Year	FBI = Federal Bureau of Investigation
POL-14	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	C = Until superseded/obsolete or administrative need is met. Per AS 18.65.087 the Alaska Department of Public Safety maintains a central registry of sex offenders required to register under AS 12.63.010.
POL-15	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+6 Years	C = Until child reaches age of majority. Records must be kept separately from adult arrest records.
POL-16	Juvenile Prosecution Case Files	Case files prepared for purposes of prosecution. Includes copies from arrest files.	C+6 Years	C = Until child reaches age of majority
POL-17	Abused/Neglected Child Notification	Reports from the DFYS or the ACS of suspected cases of child abuse, endangerment or neglect. May include cover letters, investigative worker's observations/recommendations, and investigation summaries.*	3 Years	*DFYS = Division of Family and Youth Services *ACS = Alaska Court System.

POL - POLICE Cont.				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
POL-18	Holding Facility Records			
POL-18.1	Prisoner's Personal Property and Inspection Records	Records relating to inspection of security and health and safety systems such as fire detection/suppression, sanitation, security and first aid.	3 Years	
POL-18.2	Meal Records/Food Receipts and Housekeeping Records		A+1 Year	A = Until audit is completed.
POL-19	Traffic Records	Includes summons books (regarding operation, control or maintenance of motor vehicle violations), citations and parking tickets, notices for court appearances, etc.	1 Year	
POL-20	Radar Reports	May include certification of calibration, routine radar check reports, and certification of accuracy for tuning forks.	C+2 Years	C = Until equipment is disposed of
POL-21	Uniform Crime Report (UCR)	Monthly account of offenses and stolen/ recovered property values sent to the Alaska State Troopers or the DMV.*	5 Years	*DMV = Department of Motor Vehicles
POL-22	Crime Statistics	Statistical compilations of crimes committed within the local jurisdiction.	Retain Permanently	
POL-23	Accreditation Files	Standards, goals and objectives, status and progress reports, and other documentation relating to accreditation and review for maintaining accreditation.	C	C = Until superseded/obsolete or administrative need is met.

PW - PUBLIC WORKS				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
PW-1	Snow Plow Files	Records relating to snow plow routes and activity. May include maps, routes, correspondence, logs, crew lists or other information relevant to snow removal.	C	C = Until superseded/obsolete or administrative need is met
PW-2	Tree Files	Records relating to tree planting, maintenance, and removals. May include copies of agreements, removal or planting schedules, correspondence, reports, proposals, pamphlets, maps, grant data, and records on pesticide use including public hearing notices and applicators' certifications.	3 Years	
PW-3	Sanitation Files	Records relating to sanitation functions, truck routes and activity. May include vehicle scale/tonnage reports, maps, routes, correspondence, public notices, manifests, logs and crew lists.	3 Years*	*If records are subject to potential litigation, retain permanently.
PW-4	Underground Storage Tank Records			
PW-4.1	Registration and Certification	Documents registration and State certification.	6 Years*	*If records are subject to potential litigation, retain permanently. AS 46.03.360-450; 18 AAC 75, 18 AAC 78 and 40 CFR 280.
PW-4.2	Maintenance and Repair History		L+6 Years*	L = Life of the tank. *If records are subject to potential litigation, retain permanently. AS 46.03.360-450; 18 AAC 75, 18 AAC 78 and 40 CFR 280.
PW-5	Recycling and Hazardous Waste Records	Record of materials (metal, oil, antifreeze, brake/power steering fluid, asbestos, paint, Freon, other waste) transported to the Borough landfill. Data may include disposal authorizations/certifications, name of resident, address, date, materials delivered and vehicle registration number.	3 Years*	*If records are subject to potential litigation, retain permanently.
PW-6	Work/Repair Requests and Complaints	Requests for work or repairs initiated internally or by a citizen complaint. Data may include name and number of complainant or requestor, location and type of work to be performed, and dates and times of receipt/response.	3 Years	
PW-7	Maintenance Work Orders and Logs	Records of work performed relating to electrical, sewer, gas, street or water systems. Data may include date, time, order number, location, description of work, authorization, names of staff performing work, itemized labor, and equipment and material information.	3 Years	
PW-8	Facility Maintenance Files	Includes all data relating to operation of facility including permits, utility correspondence, bids, proposals, accounting, reports, and enabling legislation.	L	L = Until administrative need is met. Official Record Copies of certain documents may be administered by other departments.
PW-9	Fuel Summaries and Receipts	Fuel summaries record daily, weekly or monthly fuel dispensed. May include grade of fuel, pump locations, meter/stick readings, gallons delivered and total gallons consumed or oil/antifreeze disbursed. Fuel receipts record individual fuel intake. May include vehicle number/type, driver, meter readings, and gallons received.	A+1 Year	A = Until audit is completed.

RM - RISK MANAGEMENT				
Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes
RM-1	Insurance Policies and Endorsements	This series includes insurance proposals, policies and endorsements, bonds, riders, correspondence, financial coding vouchers and billing information.	C+50 Years*	C = Until policy expires. *The City Attorney will review all expired policies prior to destruction to determine if additional retention is required due to pending claims or litigation.
RM-2	Risk Management Claim Files	May include correspondence to/from claims adjusters, private attorneys, accident reports (property damage and personal injury), summary reports, payment orders/verification, pleadings/depositions, and individual claim records.	C+50 Years	C = Until claim is settled and all legal aspects are resolved.
RM-3	Injury and Accident Records	Includes incident/accident reports, medical evaluations, public safety officer reports, time loss documentation, and other data relating to on the job injuries and accidents.	C+50 Years	C = Resolution of accident
RM-4	Workers' Compensation Claims	May include death, permanent total disability, time loss, and no time loss cases. Documents include reports of injury/illness, medical reports, correspondence, legal filings, copies of board decisions/orders, compromise and release agreements, vocational rehabilitation reports/decisions, and Second Injury Fund reimbursements.	C+50 Years	C = Until case is inactive