

Division of Community and Regional Affairs

Municipal Records



Sonya Pevan, MMC Local Government Specialist IV

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

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Introduction

This tutorial provides an overview of municipal records and explains your role and responsibilities in managing them.

Terms

State Statutory
Requirements

Records Retention and
Destruction Schedule (RRDS)

Records and Information
Program (RIM)

*State of Alaska Local
Government Model General
Administrative Records
Retention and Disposition
Schedule #300.1*

Resources and More



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Introduction

“The information contained in public records is a valuable resource to the municipality and its citizens, but to be effective and efficient, a comprehensive records management program is needed.” ¹

¹ *AAMC Clerks Handbook*, Chapter 4: Public Records, p. 21



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Statutory Definitions – Public and Local Public Record

AS 40.25.220 (3) *“public records means books, papers, files, accounts, writings, including drafts and memorializations of conversations, and other items, regardless of format or physical characteristics, that are developed or received by a public agency, or by a private contractor for a public agency, and that are preserved for their informational value or as evidence of the organization or operation of the public agency; “public records” does not include proprietary software programs.”*

AS 40.25.220(5), *“local record means a public record of a city or borough of any class, villages, district, authority, or other political subdivision unless the record is designated or treated as a state record under state law.”*

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Terms- Transitory Records vs. Non-Records

Transitory Records

Short-term value
Used briefly for routine actions
Still considered records

Examples:

- Meeting reminders
- FYI emails
- Temporary notes
- Drafts with minor edits

Non-Records

Not evidence of business activity
Informational or personal materials
Not official records at any time

Examples:

- Personal emails
- Lunch menus
- External newsletters
- Convenience copies



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Terms- Transitory Retention vs. Disposition

Retention

Retention refers to the length of time that records need to be kept.

Disposition

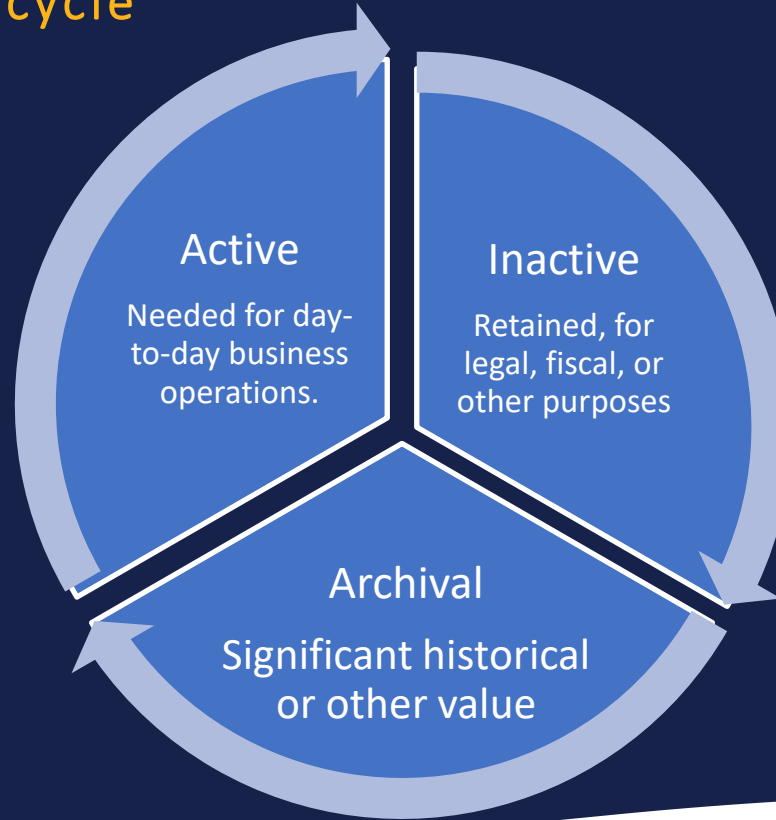
Disposition refers to the process by which a record is either destroyed or transferred as prescribed by a records retention schedule and program.



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Terms-Records Lifecycle



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Statutory Requirements

Statutory Requirements:

AS 29.20.380 (a)(4)(5). Municipal Clerk

“The municipal clerk shall

(4) manage municipal records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary.

(5) maintain an indexed file of all permanent municipal records, provide for codification of ordinances, and authenticate or certify records as necessary.”



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Statutory Requirements

Statutory Requirements:

AS 40.21.070. Records management for local records.

*“The governing body of each political subdivision of the state shall promote the principles of efficient records management for local public records kept in accordance with state law. The governing body shall, as far as practical, follow the program established for the management of state records. The department shall, upon request of the governing body of a political subdivision, provide advice and assistance in the establishment of a **local records management program.**”*



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Statutory Requirements

Statutory Requirements:

AS 40.25.295. Short Title

“AS 40.25.100 — 40.25.295 may be cited as the Alaska Public Records Act.”

Provides regulations for..... and more!

- Exceptions
- Disposition of tax information
- Appeals
- Certified copies
- Electronic formats

Alaska Public Records Act

- Fees and who is exempt from fees
- Enforcement: injunctive relief
- Definitions
- Litigation disclosure



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Statutory Requirements

Statutory Requirements: **AS 40.25.110(a)** Public records open to inspection and copying; fees

*“(a) Unless specifically provided otherwise, the public records of all **public agencies** are open to inspection by the public under reasonable rules during regular office hours. The public officer having the custody of public records shall give on request and payment of the fee established under this section or AS 40.25.115 a certified copy of the public record.”*

AS 40.25.220 (G) (2) *“public agency” means a political subdivision, department, institution, board, commission, division, authority, public corporation, council, committee, or other instrumentality of the state or a **municipality**; “public agency” includes the University of Alaska and the Alaska Railroad Corporation;”*

Public Records “Request”



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Records Retention and Destruction Schedule (RRDS)

What is it?

A Records Retention and Destruction Schedule (often simply called a Retention Schedule or a RRDS) is a formal policy document that specifies how long the city must keep each type of record and when and how it should be destroyed.

A retention schedule is only one part of a local records management program as required by Alaska Statute.

Destroying a public record for which there is no records retention schedule may pose legal or risk issues.



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Records and Information Program (RIM)

What is it?

A Records and Information Program (RIM Program) is a coordinated set of policies, procedures, tools, and activities an organization uses to create, manage, protect, store, **retrieve**, and dispose of its records and information throughout their entire lifecycle.

To retrieve records for a records request you should have a RIM program in place.

Simply: It is the framework an organization uses to ensure that information, whether physical or digital, is accurate, accessible, secure, compliant, and useful.

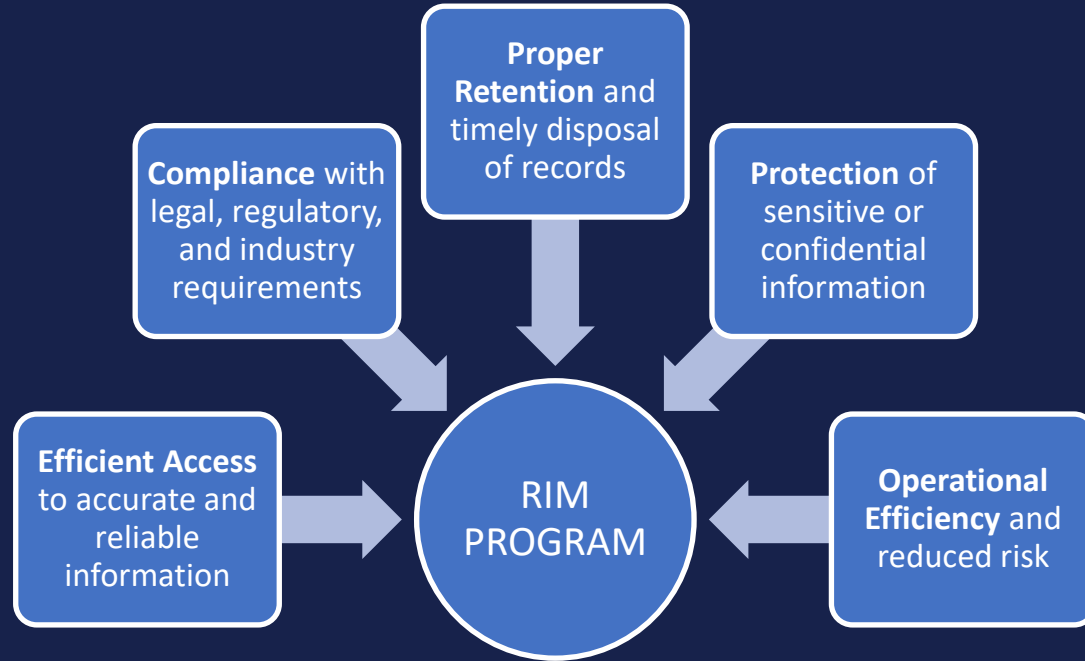


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RIM Program - Purpose

A RIM Program Ensures



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RIM Program Ownership

Program Ownership refers to the responsibility for overseeing and ensuring that the organization's records-management procedures, policies, and standards are correctly followed. Program Owners do not own individual records; instead, they ensure that the program (the records-management system) is used properly.

Record Ownership refers to the responsibility for creating, maintaining, protecting, and managing specific records throughout their lifecycle. Record Owners are the individuals or departments that generate or use the records as part of their work.

Program Ownership = Oversight of the records-management program.
Record Ownership = Responsibility for specific records.



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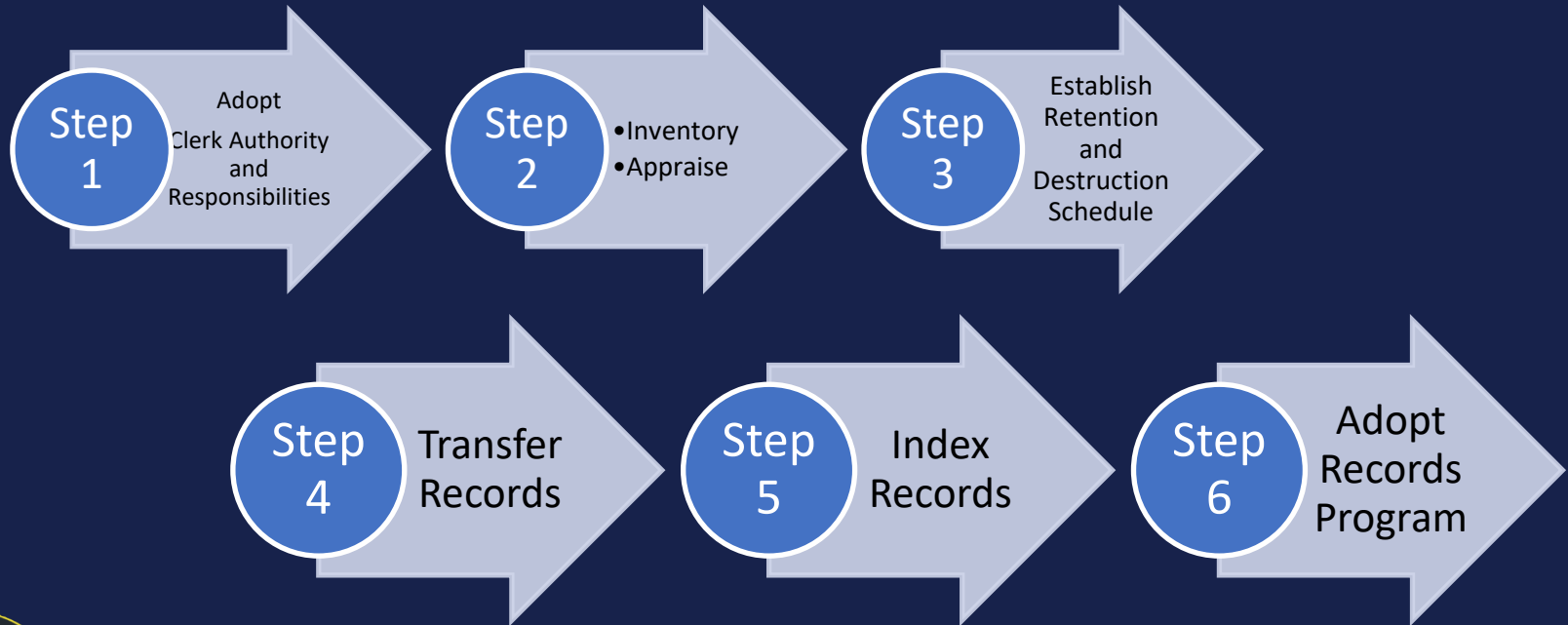
RIM Program - Core Components



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RIM Program-Developing



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Policy and Procedures

Governing policy establishing a records policy.

*“It is the **policy** of the City to provide access to public records and information so that the right of the people to remain informed is protected. In enacting this measure, the City Council recognizes the competing interests of personal privacy as well as the need for confidentiality in limited areas of City affairs, and the right of the public to have access to information concerning the conduct of the people’s business. In balancing these interests, this chapter shall be construed to require disclosure of all public records in the possession or control of the City, except those specifically exempted under HMC 2.50.050.”¹*

¹ City of Houston Municipal Code 2.50.010



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Policy and Procedures

Governing policy establishing the Clerks authority and responsibility.

“Overall accountability for the City’s RIM program lies with the City Clerk, as directed by the Mayor. The City Clerk’s duties and responsibilities with respect to the RIM program include but are not limited to...”¹

“The mission of the Clerk’s office is to serve as liaison between the public and the Council. The City Clerk shall: (E) Have major responsibility for the records management program of the City. The City Clerk is designated as the records manager with City-wide responsibility for the overall program as outlined in Chapter 2.50 HMC, City Records.”²

¹ City of Houston Municipal Code 2.50.090 (B)

² City of Houston Municipal Code 2.14.050 (E)



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Policy and Procedures - Budget

Department Statistics

Description	Actual FY2022	Actual FY2023	Adopted Budget FY2024	Adopted Budget FY2025
City Council Meetings held	34	36	36	6
Ordinances processed	35	35	40	40
Resolutions processed	24	30	35	25
Action Memorandums processed	40	45	50	60
Informational Memorandums processed	20	30	35	30
Public Records Requests processed	35	35	40	40
Burials coordinated	18	18	18	15
Cemetery lot/niche sold	0	7	4	33
Records Boxes destroyed	141	173	175	200

Account	Items	Budget FY 2024
5801	Records Software	\$ 3,548.00
5802	Records Supplies	\$ 150.00
5803	Records Destruction Expense	\$ 245.00

DEPARTMENT 12 - OFFICE OF THE CITY CLERK, BUDGET NARRATIVE - CITY OF FAIRBANKS

CURRENT OBJECTIVES

Objective 1 – Specific, Measurable, Achievable, Relevant, Time-Bound

Make significant progress on backlog of records management duties.

Relation to SWOT and/or 2018 Strategic Plan – Weakness and Threat

Maintaining orderly records pursuant to the City's Record Retention Schedule reduces liability and increases productivity; completion of this objective is not expected within a certain timeframe, but progress can be made by accomplishing small tasks on a regular basis.

Performance Measures

Identification of short-term and long-term records management goals of each department City-wide; creation of a specific plan and timeline for each department to accomplish goals; inventory of all City records.

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Records Inventory - Foundation

Role of Inventory

1. Establishes a Clear Understanding of What Information Exists
2. Supports the Development of A Records Retention Schedule.
3. Improves Compliance and Risk Management.
4. Enables Efficient Organization and Classification.
5. Helps Plan for Storage, Technology and Resources.
6. Supports Disposition.

Inventorying records is the foundation of a RIM program. It provides the information needed to control, retain, protect, dispose of, and govern organizational records in a compliant and efficient manner.



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Records Assessment - Evaluation

Process in RIM to analyze, evaluate, and manage records throughout their lifecycle.

1. General Storage
2. General Handling
3. Mixed Collections
4. Security & Access
- 5 External Threats & Water Protection
6. General Building/Storage Areas
7. Disaster Planning

Inventory = what you have.

Assessment = what you do with it based on value/usage.



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Records Assessment – Vital records

A vital record is a record essential for an organization to continue government operations, protect legal and financial rights, or recover after an emergency or disaster. These records are necessary for the agency's survival and must be protected, backed up, and quickly accessible.

Municipal clerks often maintain a “**go bag**” that contains copies of vital records and essential tools needed to continue government operations during an emergency or evacuation. Contents vary by municipality. See resources at the end of this presentation.

Vital records may be different for each community.

Exercises on next three slides!



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Exercise – Inventory Tasks

Use the Sample #300.1 Cash Books and Journals

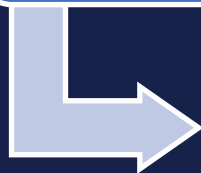
Identify

Identify all cash books and Journals.. What do call them?



List

Where are the records stored?
Ask/Look
Physical/Digital?



Confirm

What fiscal years you have.

Item No.	Records Series Title and Description	Retention and Disposition	Remarks
3.9	Cash Books and Cash Journals Ledger showing details of daily receipts and expenditures, including running balances for each fund.	CFY+3 years then destroy*	CFY = Current Fiscal Year. * = Provided an audit or other annual financial statement has been certified.

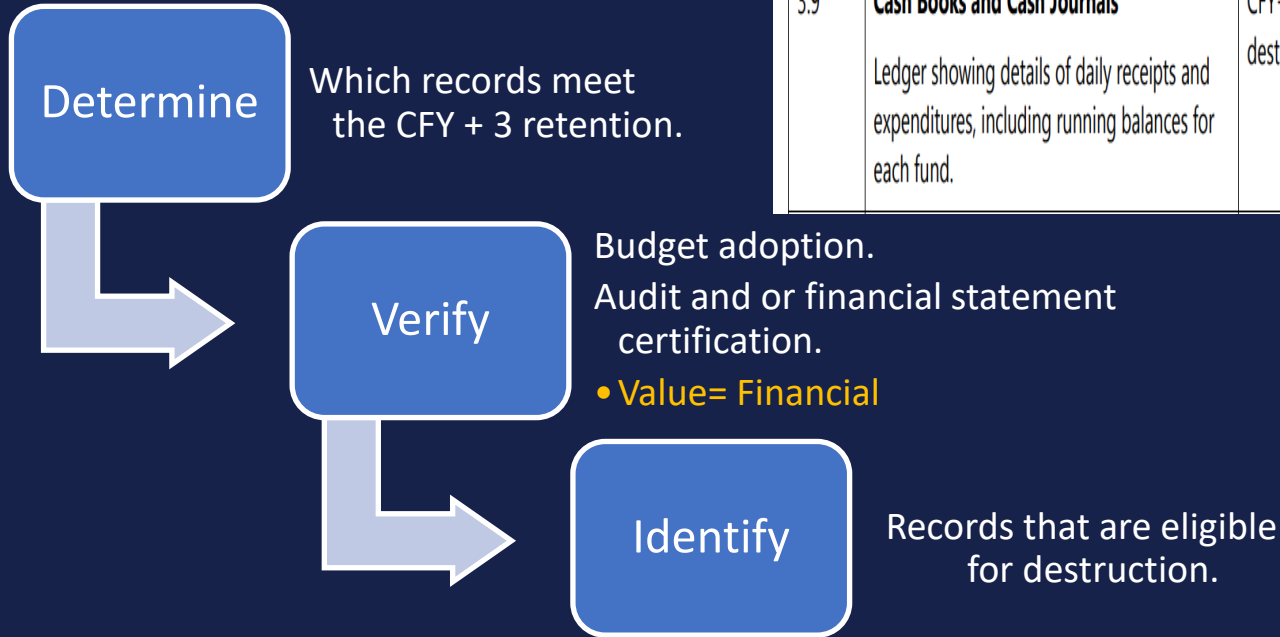


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Exercise – Assessment Tasks

Use the Sample #300.1 Cash Books and Journals



Item No.	Records Series Title and Description	Retention and Disposition	Remarks
3.9	Cash Books and Cash Journals Ledger showing details of daily receipts and expenditures, including running balances for each fund.	CFY+3 years then destroy*	CFY = Current Fiscal Year. * = Provided an audit or other annual financial statement has been certified.



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Exercise - Value of Records¹

Administrative/Operational: Records that are needed for current operations of the city.

Financial: Records that document fiscal transactions needed for tax and audit purposes

Legal: Records with legal value that document the rights of citizens or employees or pertain to contractual obligations.

Historical: Records that have historical value if they document policies, procedures or historical activities.

*¹ State of Alaska Local Government Model
General Administrative Records Retention
and Disposition Schedule #300.1 p.10*

Using the same record series could you make an assessment that this record would have a different value or be considered a vital record ?



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Sample Public Record Process

Request Received

Log and Date Stamp Request

Determine who owns the record series

Forward request to department

Determine if records are disclosable

Fully disclosable

Partially exempt
Apply redactions

fully exempt
Provide written denial

Calculate fees if applicable

Certify and release records

Update log

Is the request
complete and
clear?

Provide
department with
a deadline

AS 40.25.110
&
AS 40.25.115

Item No.	Records Series Title and Description	Retention and Disposition	Remarks
1.14	Public Records Log and Requests for Public Information Includes written request for public records received. Log includes date of request, name of requester and other related information. Technical studies and publications used in the administration of agency business.	1 year then destroy	



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RIM Program-Training

Train Everyone: All staff, leadership, and contractors responsible for creating or handling records.

Clear Roles & Policies: Define responsibilities, retention schedules, and disposition procedures.

Lifecycle Management: Teach what a record is, how to classify it, store it, secure it, and disposal.

Digital + Paper: Include email, electronic documents, databases, social media, and physical files.

Legal Compliance: Emphasize public records laws, privacy, access, and audit requirements.

Ongoing Program: Integrate into onboarding, provide regular refreshers, and update with system or policy changes.

Dedicated RIM Lead: Assign a records coordinator to oversee training, compliance, and support.

Culture of Stewardship: Promote shared responsibility, transparency, and efficient information management.

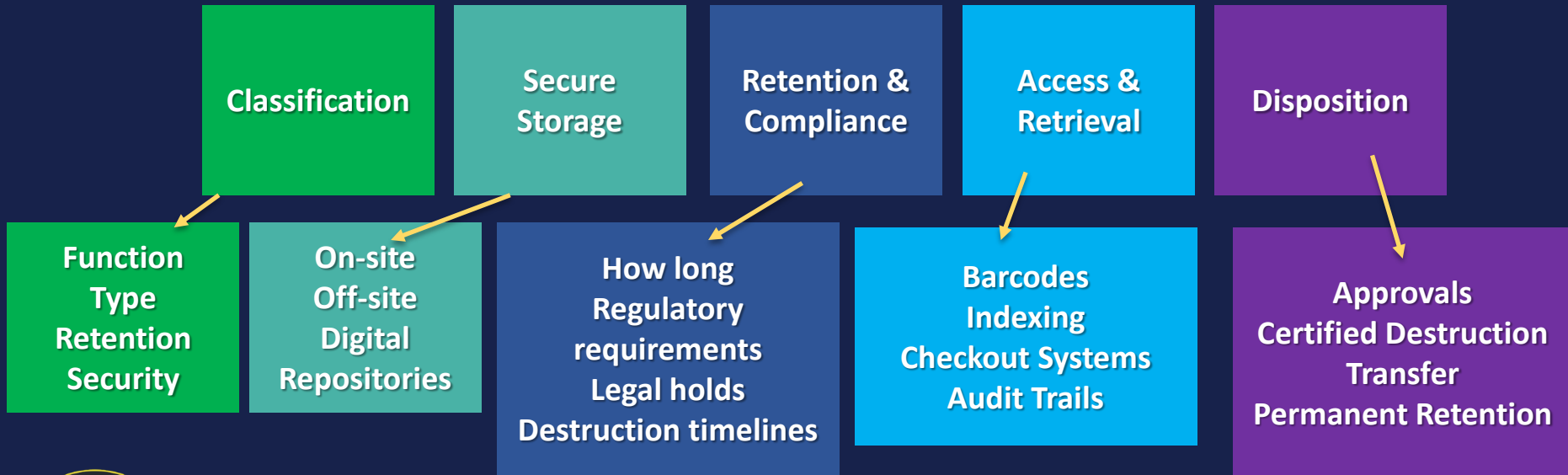


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RIM Program-Record Storage

Refers to the structured process of storing, organizing, securing, and managing records throughout their entire lifecycle—from creation to final disposition.



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RIM PROGRAM-Compliance

Refers to the set of policies, processes, and controls the city uses to properly create, store, secure, retain, and dispose of records and information in accordance with legal, regulatory, and business requirements.

**Governance
&
Policies**

**Records
Lifecycle
Management**

**Legal
&
Regulatory
Requirements**

Security

**Technology
Systems**

**Risk
Mitigation**

WHY DOES IT MATTER? Reduces legal and financial risk. Protects municipal history.

Improves operational efficiency. Ensures reliable access to information.

Supports audits and litigations.

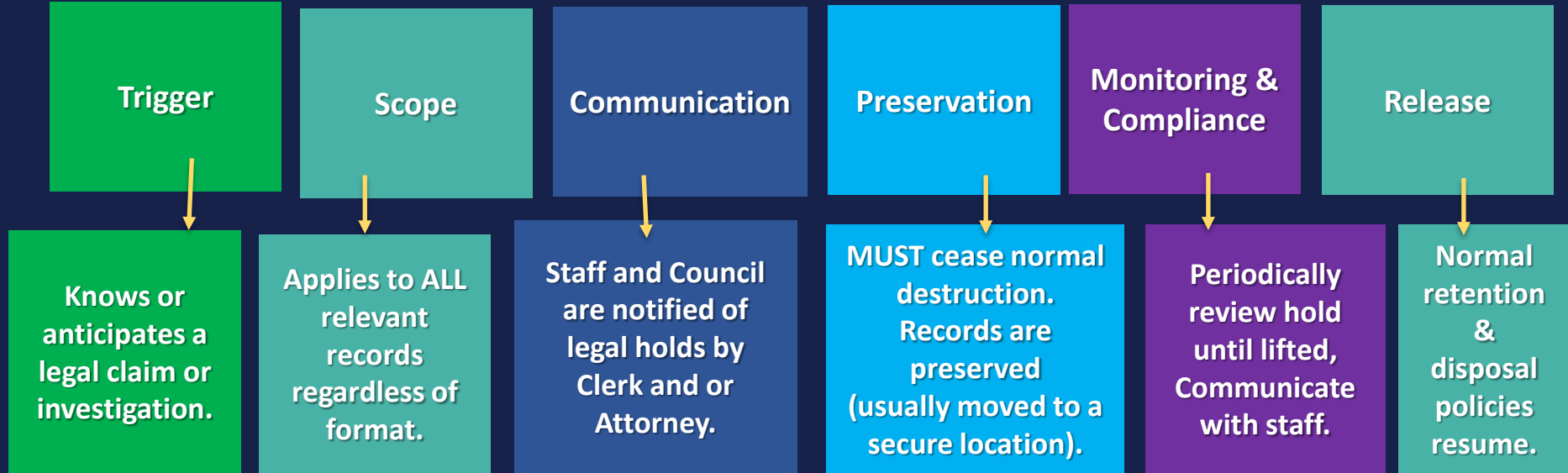


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RIM Program-Legal “Litigation Holds”

A process used to preserve all forms of relevant information when litigation, an audit, or an investigation is reasonably anticipated. Legal holds ensure that records—physical and electronic—aren’t deleted or altered.



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RIM Program Legal “Litigation Holds”

New record series creation.



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10. Legal

Item No.	Records Series Title and Description	Retention and Disposition	Remarks
10.1	Municipal Attorney Opinions Consists of official and informal positions regarding legal issues affecting Departments or the local governing body. May include information/action memoranda regarding ordinances, resolutions and vetoes.	Retain Permanently	
10.2	Regulation Files Includes matters relating to local legislation in which the municipality or governing body has an interest or has been involved.	10 years then destroy*	* = Review for archival value.
10.3	Litigation Case Files This series documents local government action in civil and criminal cases. Includes briefs, pleadings, investigative materials, court proceedings, transcripts, correspondence, exhibits, photographs and other media.	C+6 years then destroy	C = Until case is closed.
10.4	Investigation and Matters 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 then destroy	C = Until investigation concludes.

RIM Program-Audit

The purpose of a RIM audit is to assess the effectiveness, compliance, and efficiency of the information and records management practices.

- ✓ Maintain an Up-to-Date Record Inventory.
- ✓ Standardized Classification and Naming
- ✓ Provide Regular Staff Training.
- ✓ Schedule Periodic Audits.
- ✓ Document Findings and Action.
- ✓ Report Findings to Council.



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Adopting the Local Government Model General Administrative Records Retention and Disposition Schedule # 300.1 - State of Alaska

STATE OF ALASKA



Local Government Model General Administrative Records Retention and Disposition Schedule

Schedule #300.1

2012

Department of Education and Early Development
Division of Libraries, Archives and Museums
Alaska State Archives/Records and Information
Management Service (ASA/RIMS)
PO Box 110571
Juneau AK 99811-0571

<https://archives.alaska.gov/rims>



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Model General Schedule 300.1 - Purpose

The purpose of this Model General Schedule is to list and describe common records series that Alaskan local governments (including cities/boroughs, villages, districts, authorities, other political subdivisions) administer and to recommend minimum retention periods. The Model General Schedule is meant to be a guide only - each governing body should inventory its records and develop its own fully approved Records and Information Management Service that addresses each locality's unique requirements. As a result of such a service, unneeded documents may be discarded and less active records may be transferred to cheaper offsite storage, freeing up prime office space. ¹

*State of Alaska Local Government Model
General Administrative Records Retention
and Disposition Schedule #300.1 p.10*



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Model General Schedule 300.1 - Purpose

The Model General Schedule # 300.1 is meant to be a guide only. Each governing body should inventory its records and develop its own adopted Records Retention Schedule.

Every community has a records series that is specific to that communities needs.



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Local Government Model General Administrative Records Retention Schedule

8. Elections

Item No.	Records Series Title and Description	Retention and Disposition	Remarks
8.1	Voting Ballots (Completed, Challenged, Rejected, Absentee and Special Needs) May include applications.	C+1 Month then destroy	C = Until election is certified. If election is contested, retain longer per AS 15.15.470.
8.2	Certificates of Election Copies of election certificates presented to candidates upon verification of election.	4 years then destroy	
8.3	Certificates of Election Returns (Regular and Special) Consists of individual machine numbers; polling place designation; date of election; total votes registered by machine, candidate or referenda; and, signatures of elections inspectors, judges, administrators, clerks, volunteers.	Retain Permanently	Certain certificates that are duplicated elsewhere or do not have archival value may be disposed after administrative need is met.
8.4	Election Registers and Tally Books Consists of the following registers: precinct, final voting, questioned voter, special needs voting and absentee voter. Also includes special needs voting applications.	4 years then destroy	Retain longer if election is contested per AS 15.15.470.
8.5	Election Contest/Runoff Information Contested election and runoff data.	C+1 year then destroy	C = Until election is certified.
8.6	DOJ Preclearance Records This series includes request and pre-clearance for election.	Retain Permanently	DOJ = Department of Justice.
8.7	Declarations of Candidacy Declarations executed under oath including name, mailing address, office declared, residency length, etc.	4 years then destroy	AS 15.25.030

Guide To Adopting the Local Government Model General Administrative Schedule 300.1¹

This is intended as a model schedule and contains recommendations for the minimum retention periods. This is a **guide** as to the issues that you need to consider when adopting this schedule for your own use.

- ✓ **Decide** whether you are going to accept and use the suggested retention periods. If not, why not? Then decide on a period that is appropriate to you and is justifiable.
- ✓ **Identify** records that are business essential

- ✓ **Decide** whether all the records series listed in the Model General Schedule cover all the records that you hold. If not, then add them and decide how long they are to be kept.
- ✓ **Identify** whether a department holds an “Official Record Copy” and if so, how long “duplicates” need to be kept for.
- ✓ **Identify** a secure location for records that have been identified as having “permanent” historical value.

*State of Alaska Local Government Model
General Administrative Records Retention
and Disposition Schedule #300.1 p.13*



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Glossary #300.1

*State of Alaska Local Government Model
General Administrative Records Retention
and Disposition Schedule #300.1 p.12*



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Glossary

Business Essential Records	Records containing information that is essential to the continuing operation or survival of the department. These records should be managed in a way to ensure their survival in the event of a disaster e.g. a fire or flood.
Disposition	The process where a record is either destroyed or transferred to an archives as prescribed by a records retention schedule.
Duplicates	Duplicate records are all other copies of a record not considered to be the Official Record Copy. In essence this means that if your department does not hold the Official Record Copy, you hold a duplicate copy and must retain this duplicate for the prescribed period of time as stated in the records retention schedule.
Official Record Copy	The official record copy refers to the copy of the record that must be retained by the school district to fulfill all its legal responsibilities and must be retained for the total retention period stated.
Records Series	A group of alike records filed together by their content e.g. reading files.
Retention	This refers to the length of time that records need to be kept for.

Sample Resolution Clauses Adopting the #300.1

A RESOLUTION OF THE RUBAVILLE CITY COUNCIL ADOPTING THE STATE OF ALASKA LOCAL GOVERNMENT MODEL GENERAL ADMINISTRATIVE RECORDS RETENTION SCHEDULE #300.1 AS THE CITIES RECORDS RETENTION SCHEDULE.

WHEREAS, the City of Rubaville values effective public records management that promote access to records for the public; and

WHEREAS, Alaska Statutes 40.21.070 provides that the city shall promote the principles of efficient records management for public records; and

WHEREAS, Alaska Statutes 29.20.380(a) requires the municipal clerk to manage municipal records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary; and

WHEREAS, Rubaville Municipal Code requires that the Clerk will follow a records retention schedule, and said schedule will meet all requirements set by state and federal law; and

WHEREAS, the city has not adopted a municipal records retention schedule; and

WHEREAS, the State of Alaska has approved a model records retention schedule #300.1 for local governments; and

WHEREAS, the City Clerk recommends that the City Council adopt the newest and most current Local Government Records Retention Schedule 300.1 (Exhibit A) .



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Resources and More

- Alaska State Archives Contact information
- IIMC - Local Government Records Management Technical Publication Series
- Sample Records Request
- Sample Certification Stamps
- Sample Response Letter
- Sample Public Request Log
- Sample Records Transfer Form
- Sample Certificate of Destruction
- Sample Emergency Go Bag Vital Records List
- A Clerks Records Story



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Records & Information Management Service (RIMS)



Records Retention #300.1 Local Government Model

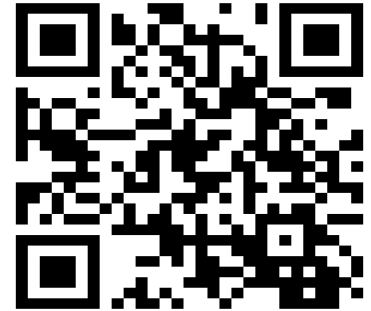


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IIMC - Local Government Records Management Technical Publication Series

These publications are a joint effort of the IIMC Foundation, the International Institute of Municipal Clerks (IIMC), and the National Association of Government Archives and Records Administrators (NAGARA). Funding for this project was made available, in part, by a grant from the National Historical Publications and Records Commission.



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City of Homer PUBLIC RECORDS REQUEST FORM

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

Phone: (907) 235-3130

Fax: (907) 235-3143

The City Clerk's Office staff shall respond within ten (10) working days of the request. This time frame may be extended by written notification of the need for additional time before expiration of the response period. If the request is denied in whole or in part, you will be notified in writing.

Requestor's Name: _____ Phone: _____

Name of Business, Law Firm, and/or Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Fax: _____

Are you involved in litigation or appeal with the City of Homer? ☐ Yes ☐ No

If yes, which case(s)? _____

Does this request pertain to the above litigation(s) or any future potential litigation(s)? ☐ Yes ☐ No

I would like to receive the documents by: ☐ Mail ☐ Fax ☐ Email ☐ Will Pick Up ☐ For Review Only

Title, Date, & Description of Record: _____

I certify the information I provided on and in connection with this form is true and correct to the best of my knowledge. I also understand that any false statements or deliberate omissions on this form may subject me to legal actions for fraudulent misrepresentation.

Requestor's Signature: _____ Date: _____

FOR OFFICE USE ONLY		
Date Request Received: _____ Completed By (Name) or Referred to (check dept. box below): _____		
Photocopies (print or electronic)	\$0.25 per page	\$ _____
Audio Copy	\$25.00 per CD/Zip Drive	\$ _____
Police Report Photos (CD)	\$25.00 per CD	\$ _____
Other	\$25.00 each	\$ _____
Salary of staff (hourly rate plus benefits) filling a request when retrieval and duplication of documents requested generated in excess of 5 hours.	\$ _____ labor x _____ hours	\$ _____
		Total Charges \$ _____
<input type="checkbox"/> Request for Record(s) Copy(ies) total \$ _____ was received on _____ and provided or mailed/emailed on _____.		
<input type="checkbox"/> Record(s) or Information is exempt from disclosure and public access is denied. Requestor was notified on _____.		
<input type="checkbox"/> Record(s) or Information available online at www.cityofhomer-ak.gov .		
The departments that have a check mark have been copied to assist in filling this records request:		
<input type="checkbox"/> Administration	<input type="checkbox"/> Finance	<input type="checkbox"/> IT - Email
<input type="checkbox"/> Fire Department	<input type="checkbox"/> Library	<input type="checkbox"/> Police Department
<input type="checkbox"/> Public Works	<input type="checkbox"/> Human Resources	<input type="checkbox"/> City Clerk
		<input type="checkbox"/> Planning Department
		<input type="checkbox"/> Harbor Department
		<input type="checkbox"/> Other: _____



Municipal Records

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

Sample Certification Stamps

I HEREBY CERTIFY THAT THIS IS A TRUE AND
EXACT COPY OF THE ORIGINAL DOCUMENT.

Certified By _____
this _____ day of _____

I certify this to be a true copy of the document
shown and reported to me as the original.

Dated this ____ day of _____ 20 ____.

Your Name and/or Custom Text
Notary Public, Commissioner for Oaths



Municipal Records

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Sample Response Letter

Records Response Letter

[Date]

[Requester Name]

[Requester Address]

[City, State ZIP]

Subject: Response to Public Records Request

Dear [Requester Name],

Thank you for your public records request received on [date received]. This letter acknowledges receipt of your request and provides the following information based on our review:

Description of Requested Records

You requested:

[Insert description of the records requested, copy exactly as requested]

Availability of Records

After reviewing our files, I have determined that:

- ☐ The records are available and will be provided by [date or number of business days].
- ☐ Some records require additional time to locate or review. We anticipate completion by [date].
- ☐ The records do not exist within this office.
- ☐ The records are exempt from disclosure under [cite applicable law or regulation].

Format & Delivery

The records will be provided in the following format:

- ☐ Electronic copies (email)
- ☐ Paper copies
- ☐ Inspection by appointment
- ☐ Other: _____

Fees (If Applicable)

In accordance with our fee schedule, the estimated cost for fulfilling your request is:

Copying/Scanning: \$ _____

Staff research/retrieval time: \$ _____

Total Estimated Cost: \$ _____

Records will be released once payment is received.

Contact Information

If you have questions or need assistance refining your request, please contact:

[Contact name, title]

[Phone / Email]

Thank you for your request.

Sincerely,

[Name]

[Title]

[Municipality Name]



Municipal Records

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Sample Public Records Request Log

[illegible]

C	D	E	F	G	H	I	
Document Requested	Department of Record	Fwd. To Department	Ret. From Department	Fees Charged	Retrieval Time (minutes)	Date Released	
	Clerk Total				20		
	Finance Total				30		
	N/A Total				5		
	Planning & Zoning Total				60		
	Police Total				2356		
	Public Works Total				750		
	Grand Total				3221		
				\$695.83	5692	Total Minutes	
					94.87	Total Hours	



Municipal Records

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Sample Records Transfer Form

Records Transfer Form

Department: _____

Division/Program: _____

Date of Transfer: _____

Transferred By: _____

Contact Phone/Email: _____

Box No.	Record Series Title	Description of Contents	Date Range	Retention Schedule Citation	Total Boxes

Storage Location: _____

Shelf/Row/Container (if applicable): _____

Transferred By: _____ Date: _____

Received By: _____ Date: _____



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Sample Certificate of Destruction

IIMC Sample - Certificate of Destruction

This form documents the destruction of public records in accordance with...

1) Municipality		2) Division/Department/Section			
3) Person Completing Form		4) Address		5) Phone Number	
6) Records to be Destroyed					
A) Schedule and Record Series Number	B) Records Series Title	C) Date Range (mo/yr)	D) Location	E) Volume	F) Method of Destruction

Destruction Approvals:

We certify that the records listed above have been retained for the scheduled retention period, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7)

Approving Official (Print Name)

Signature

Date

8)

Approving Official (Print Name)

Signature

Date

9) Records Destroyed By:

Name (Print Or Signature)

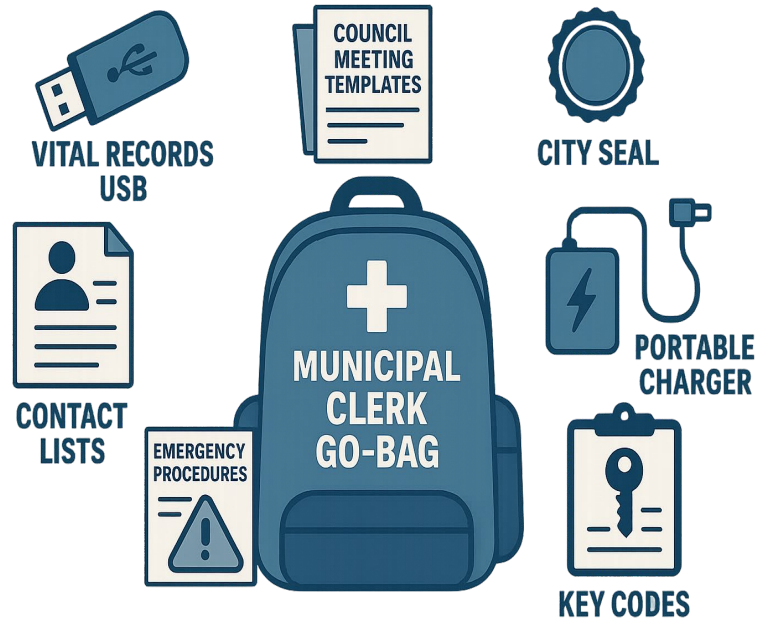
Date of Destruction

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Sample Emergency Go Bag With Vital Records List



Municipal Clerk Go-Bag: Checklist

Governance Records

- Charter / Code of Ordinances
- Council Minutes & Emergency Resolutions
- Oaths of Office & Certifications

Financial Records

- Budget & Financial Statements
- Payroll Summary & Insurance Policies

Continuity Documents

- COOP/COG Plan
- Emergency Contact Lists
- Organizational Chart

Essential Service Records

- Property/Tax Records Backup
- Cemetery/Vital Statistics Backup

Tools & Supplies

Checks/Credit Card

Laptop, Chargers, USB Backup

Municipal Seal & Forms

|

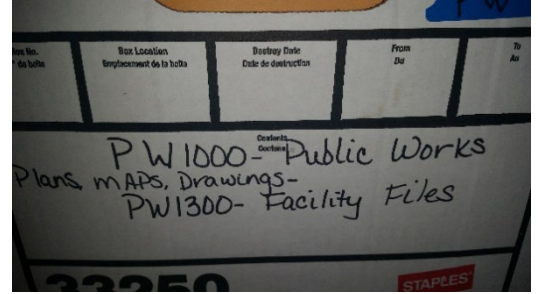
Municipal Records

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Final few boxes 1st city records destruction 47 years



Municipal Records

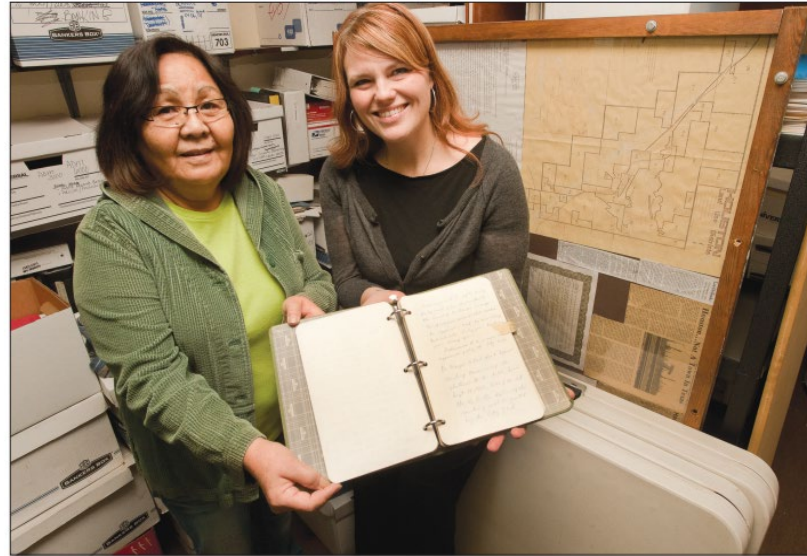
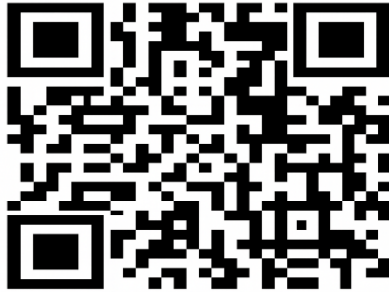
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STAYING AFLOAT

Dukes said that in talking to other clerks from other communities, remote communities with fewer resources, less space and more history and thus more records to retain, she realizes she's lucky.

But maybe if she gets the word out about how tough it is for her other communities can also look for help.

"I want the awareness out there that there is a big need in all communities," she said.



ROBERT DeBERRY/Frontiersman

Volunteer Doris Anderson and Houston City Clerk Sonya Dukes hold a hand-written book of meeting minutes dated from 1966 to 1969 that was damaged when the records room at Houston City Hall was flooded in September 2012.

Volunteer Doris Anderson and Houston City Clerk Sonya Dukes hold a hand-written book of meeting minutes dated from 1966 to 1969 that was damaged when the records room at Houston City Hall was flooded during the flooding in September of 2012.

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Example Funding

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**HOUSTON, ALASKA
RESOLUTION 13-21**

**A RESOLUTION OF THE HOUSTON CITY COUNCIL APPROVING THE FY 2015
CAPITAL IMPROVEMENT PROGRAM AND LISTING ITS PRIORITIES.**

WHEREAS, the City of Houston is planning for FY 2015 capital improvements as part of its 5 year capital improvement program; and

WHEREAS, the City seeks support from the State of Alaska Legislature to meet its capital improvement needs.

NOW, THEREFORE, BE IT RESOLVED, by the Houston City Council that the following projects are hereby identified as priorities for Fiscal Year 2015.

Substandard Road Upgrades	\$ 510,000.00	\$ 1,437,485.00
Emergency services equipment	\$ 140,000.00	
Community/ Municipal Building with leased space Phase 1	\$ 250,000.00	
Fire Station 9-2 and related equipment	\$1,750,000.00	\$ 3,625,000.00
Meadowview-Road-Upgrade-Phase-1	\$ 684,200.00	
Fire Engine for Station 9-2	\$ 650,000.00	
Records and Information Management Project	\$ 19,740.00	
Road Equipment	\$ 60,000.00	
Flood Impact Assessment Study	\$ 85,000.00	

PASSED AND APPROVED by a duly constituted quorum of the Houston City Council this 9 day of January 2014.

THE CITY OF HOUSTON, ALASKA

Virgie Thompson
Virgie Thompson, Mayor

ATTEST:

Sonya Dulka
Sonya Dulka, City Clerk

City of Houston, Alaska
Public Hearing January 9, 2014



Resolution 13-21

Page 1 of 1

Total Project Snapshot Report
TPS Report 62238v2

2014 Legislature

Agency: Commerce, Community and Economic Development
Grants to Municipalities (AS 37.05.315)
Grant Recipient: Houston

Federal Tax ID: 92-0049711

Project Title: Houston - Records and Information Management Project
Project Type: Other

State Funding Requested: \$19,740
One-Time Need

House District: Mat-Su Areawide (7-11)

Brief Project Description:
Records and Information Management (RIM) project for the City of Houston and the citizens of Houston and the Matanuska-Susitna Borough. This project will manage and preserve public records in compliance with National, State, and Local requirements

Funding Plan:

Total Project Cost:	\$19,740
Funding Already Secured:	(\$0)
FY2015 State Funding Request:	(\$19,740)
Project Deficit:	\$0
Funding Details:	
No prior funding	

Detailed Project Description and Justification:

This Project Will Provide:

- Document Assessment
- Training, Policy and Procedures in conformance with the National Archives and Records Administration (NARA), State of Alaska (AS 40.21), and local record requirements (COH 2.44.080)
- Inventory of all cities' records and back-up on off-site server.
- Partnership with local student government and community volunteers.
- Ensure compliance with recordkeeping requirements contained in legal statutes and government regulations, avoiding costly fines and penalties.
- Reduce the risks and burdens of trial and civil litigation and government investigations
- Identify, protect, and preserve historical records of community and cultural significance.
- Reduce the time and effort required to reconstruct mission critical information in the event of disaster, theft, or other loss.

Justification:

The City has experienced flooding of the records room every spring.
The Clerk's office is understaffed to comply with all National, State, and local requirements.
The City of Houston does not have the funds for the project.

Project Timeline:
The Document Assessment would begin after funding the project will take 6 months.

Contact Name: 0
Contact Number: 0

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For use by Clerk Only:
\$19,740 Approved

8:37 AM 4/28/2014



Municipal Records

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Additional Resources

ARMA International

- <https://arma.org/>

NAGARA

- <https://www.nagara.org/>



Municipal Records

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

Thank you!
Remember to reach out to your LGS.



Sonya Pevan
Local Government Specialist 4
Sonya.Pevan@alaska.gov
(907) 269-8159



Division of Community and Regional Affairs
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT