

**CITY OF KODIAK
RESOLUTION NUMBER 2020-03**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RESCINDING RESOLUTION NUMBER 2014-36 AND REESTABLISHING A RECORDS RETENTION SCHEDULE

WHEREAS, pursuant to Chapter 2.36 of the Kodiak City Code, a Records Retention Schedule (RRS) was last established in 2014 by Resolution Number 2014-36; and

WHEREAS, the City-wide RRS determines the length of time a record is kept and how the record is maintained due to its operational, legal, fiscal, and historical purposes; and

WHEREAS, the City-wide records management program provides a filing system for all departmental records throughout the life cycle of each record, including the transfer to offsite storage, permanent retention, and the destruction of records; and

WHEREAS, City departments have continued to review the records retention schedule, recommending additions, deletions, and revisions of existing record series; and

WHEREAS, this resolution includes the review and revisions of the City's departments followed by the review and recommendations of the City attorney; and

WHEREAS, the revised records retention schedule does not list the media type of paper or electronic within the records retention schedule since the record should be maintained in the original version whenever practical; and

WHEREAS, it is in the best interest of the City that a new records retention schedule be adopted to reflect the changes described above.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that Resolution No. 2014-36 is hereby rescinded.


BE IT FURTHER RESOLVED that the attached records retention schedule is hereby adopted as the records retention schedule for the City of Kodiak pursuant to Chapter 2.36 of the Kodiak City Code.

CITY OF KODIAK



MAYOR

ATTEST:


CITY CLERK

Adopted: January 23, 2020



CLK – CITY CLERK RECORDS					
Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
0100 CLERK	CLERK-GENERAL	Files contain records of a general nature created or received by the City Clerk's Office.	2 / 3 / DESTROY	End of calendar year.	
0101 CLERK	ELECTED OFFICIALS – GENERAL	Files contain records of general nature created by or received for the Mayor and/or City Council, including Mayor/Council reading files, proclamations, travel, and lobbyist communications.	2 / 3 / DESTROY	End of calendar year.	
0102 CLERK	ADMINISTRATIVE STUDIES AND SPECIAL PROJECTS	Files contain documents related to major administrative studies, research projects , and special management projects, including property appraisals, public sentiment petitions, and assessment documents.	2 / 13 / DESTROY	When superseded or obsolete.	
0103 CLERK	POLICIES	Files contain documents related to the development and issuance of City policies e.g., Personnel Rules and Regulations, Records Management Framework, Fee Schedule.	2 / 13 / DESTROY	When superseded or obsolete.	
0104 CLERK	ADVISORY BOARDS	Files and audio recordings contain documents related to the creation and administration of various City Advisory Boards.	2 / 3 / DESTROY	When superseded or obsolete.	
0107 CLERK	BURIAL PERMITS	Files contain documents related to burial permits, grave reservations, register of interments, record of lots, disinterment permits.	RETAINED PERMANENTLY	Kept permanently.	
0108 CLERK	CEMETERIES	Files contain documents related to maps, diagrams, indexes of burial plots.	2 / 3 / DESTROY	When superseded or obsolete.	
0110 CLERK	CENSUS	Files contain documents related to population estimates, including resident data but excluding Census Bureau documents listed as Confidential under Title XIII, U.S. Code.	2 / 13 / DESTROY	When superseded or obsolete.	
0112 CLERK	CITY CHARTER	Files contain documents related to the development and maintenance of the City Charter.	RETAINED PERMANENTLY	Kept permanently.	
0114 CLERK	CODES, ORDINANCES AND RESOLUTIONS	Files contain code supplements, ordinances, and resolutions.	RETAINED PERMANENTLY	Kept permanently.	
0121 CLERK	AGENDA PACKETS	Files contain documents related to backup material presented to the Council and Mayor for review, discussion, and action during planning session, regular, special, and work session meetings.	3 / 12 / DESTROY	End of calendar year.	

CLK – CITY CLERK RECORDS					
Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
0123 CLERK	COUNCIL INFORMATION PACKETS	Files contain correspondence from other agencies and organizations related to government issues.	2 / 40 / DESTROY	End of calendar year.	
0124 CLERK	MINUTES	Files contain official minutes of Council meetings, advisory boards.	RETAINED PERMANENTLY	Kept permanently.	
0125 CLERK	MEETING AND PUBLIC HEARING NOTICES	Files contain documents related to meeting notices and public hearings; public service announcements; schedules of City Council work sessions, regular, special, and emergency meetings; publisher affidavits.	2 / 8 / DESTROY	End of calendar year.	
0126 CLERK	COUNCIL MEETING RECORDINGS	Files contain audio recordings of work sessions , regular, special, and emergency meetings.	1 5 / 0 / DESTROY	End of calendar year.	
0127 CLERK	COUNCIL MEETING WORK SESSION NOTES/RECORDINGS	Files contain work sessions notes and/or recordings as drafted/recorded by the Clerk's Office.	20 / 0 / DESTROY	End of the calendar year.	
0134 CLERK	ELECTIONS	Files contain general information relating to elections, including ballots, returns, precinct and other registers, voting machine reports.	1 / 0 / DESTROY	Upon election certification.	
0138 CLERK	ELECTIONS-CERTIFICATION /CANVASS REPORT	Files contain documents related to election certification.	KEPT PERMANENTLY	RETAINED PERMANENTLY.	
0141 CLERK	DOJ ELECTION — PRECLEARANCE	Files contain documents related to request and approval for U.S. Department of Justice pre-clearance for elections.	KEPT PERMANENTLY	RETAINED PERMANENTLY.	
0142 CLERK	FINANCIAL DISCLOSURE STATEMENTS	Files contain documents related to candidates' financial disclosure report.	2 / 3 / DESTROY	After leaving office.	
0143 CLERK	CANDIDATE NOMINATIONS AND LISTS	Files contain documents related to nominating petitions or other candidate information, including name, address, office declared, residency length, election pamphlet documents, etc.	2 / 2 / DESTROY	Upon election certification.	
0146 CLERK	GRIEVANCES	Files contain documents related to grievances filed by employees resolved at steps 4 and 5. Includes grievance forms, investigative notes, reports, and related correspondence.	1 / 2 / DESTROY	Upon case closure.	
0148 CLERK	INCORPORATION RECORDS	Files contain documents related to the City's incorporation.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	

CLK – CITY CLERK RECORDS					
Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
0150 CLERK	LEGAL – GENERAL	Files contain documentation on general legal matters not covered elsewhere. Includes subpoenas.	2 / 0 / DESTROY	End of calendar year.	
0151 CLERK	ATTORNEY OPINIONS	Files contain documents related to official and informal positions regarding legal issues affecting City departments.	2 / 0 / DESTROY	When superseded or obsolete.	KCC 2.36.060 b (5)
0152 CLERK	BUILDING CODE BOARD OF GENERAL APPEALS	Files contain documents related to request for appeal, Board's Finding and Fact, work papers, and other backup material. These files may include but are not limited to: Building Code Board of Appeals, Vehicle for Hire Appeals, Sales Tax Exemption Appeals, and other miscellaneous appeals.	2 / 83 / DESTROY	30 days from the date of the final decision unless the final decision is appealed After case resolution.	KCC 14.40
0154 CLERK	CONTRACTS AND AGREEMENTS	Files contain original signed agreements, correspondence, addenda, and insurance certificates as required by the contract/agreement, where the contract/agreement requires action by the City Council is managed by the Clerk's office.	2 / 43 / DESTROY	When superseded or obsolete. End of contract	KCC 3.12
0155 CLERK	LITIGATION CASE FILES	Files contain documents related to City action in civil and criminal cases. Includes briefs, pleadings, investigative materials, court proceedings, transcripts, correspondence, exhibits, photographs, and other media.	2 / 4 / DESTROY	Upon case closure.	
0156 CLERK	LICENSES AND PERMITS - GENERAL	Files contain documents related to the application, administration, and cancellation or expiration of licenses and permits. <u>Examples include but are not limited to: gaming permits and liquor and marijuana licenses issued by the State of Alaska.</u>	2 / 3 / DESTROY	Upon permit expiration or cancellation.	KCC 5.24, KCC 5.28, KCC 5.32, KCC 5.36
0157 CLERK	LICENSES AND PERMITS – FOR HIRE VEHICLES	Files contain documents related to For Hire Vehicles including permits, permit renewal applications, receipt of paid fees, insurance certificates, vehicle inspection reports, and correspondence.	1 / 3 / DESTROY	Upon permit expiration or cancellation.	KCC 5.40
0160 CLERK	OATHS AND BONDS	Files contain documents related to oaths and bonds for elected and appointed officials, boards, commissions, and committees.	1 / 4 / DESTROY	After leaving office.	KCC 2.08.130; 2.08.140;2.08.120
0166 CLERK	PROPERTY FILES	Files contain documents related to original land sale deeds, easements, entitlement documents, Council actions, and other legal documents.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	KCC Title 18
0170 CLERK	PUBLIC RELATIONS	Files contain documents related to the publication of the "City Hall Messenger" and other citizen newsletters/brochures produced by the City Clerk's Office.	2 / 8 / DESTROY	End of calendar year.	
0172 CLERK	RECORDS MANAGEMENT – GENERAL	Files contain documents of a general nature related to the City's comprehensive records management program.	2 / 3 / DESTROY	End of calendar year.	

CLK – CITY CLERK RECORDS					
Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
0173 CLERK	CORPORATE RECORDS INVENTORIES	Files contain documents related to the development and maintenance of the City's records inventory. The corporate records inventory is also maintained electronically in the Versatile Records Management System.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	
0177 CLERK	RECORDS RETENTION AND DISPOSITION CERTIFICATION	Files contain documents related to the development, approval, amendment, and application of the City's Records Retention Schedule and Disposal Certificates.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	KCC 2.36.040
0179 CLERK	PUBLIC INFORMATION RECORDS REQUESTS	Files contain documents related to requests for public information.	2 / 3 / DESTROY	End of calendar year.	KCC 2.36.060
0180 CLERK	STANDARD OPERATING PROCEDURES (SOPs)	Files contain documents related to the development and publication of City manuals, handbooks, and operating procedures.	2 / 0 / DESTROY	When superseded or obsolete.	

CITY MANAGER/HUMAN RESOURCES RECORDS					
Record Series No.	Records Series Title	Records Description	Retention In Dept /Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
0200 CM/HR	GENERAL ADMINISTRATIVE FILES	Files contain documents that require of a general nature received or produced by the City Manager's Office.	2 / 3 / DESTROY	End of calendar year.	
0202 CM/HR	ADMINISTRATIVE STUDIES AND SPECIAL PROJECTS	Files contain documents related to major administrative studies and special management projects.	2 / 13 / DESTROY	When superseded or obsolete.	
0210 CM/HR	EMERGENCY PREPAREDNESS AND RESPONSE	Files contain documents related to the development of plans to be executed in the case of an emergency, including supporting documentation.	2 / 0 / DESTROY	When superseded or obsolete.	
0215 CM/HR	LOBBYIST REPORTS	Files contain reports made to the City by City-employed lobbyists.	2 / 3 / DESTROY	End of calendar year.	
0220 CM/HR	APOC REPORTS	Files contain reports made to the Alaska Political Office Commission.	2 / 3 / DESTROY	End of calendar year.	
0224 CM/HR	CONTRACTS AND AGREEMENTS	Files contain original signed agreements, correspondence, addenda, and insurance certificates as required by the agreement <u>and maintained in the Manager's office.</u>	2 / <u>8</u> / DESTROY	When superseded or obsolete. <u>End of contract.</u>	
0259 CM/HR	NONPROFIT GRANTS	Files contain documents related to nonprofit grants awarded to various community associations and organizations.	2 / 3 / DESTROY	End of fiscal year.	
<u>0260</u> <u>CM/HR</u>	<u>COMMUNITY PERMITS AND VENDING MACHINE PERMITS</u>	<u>Permits for vending machines on City property and for community festivities. The city manager may issue permits allowing the erection of temporary stands, structures, or tables or the temporary parking of a suitable vehicle on public property for the purpose of selling or dispensing goods or services in conjunction with the King Crab festival or other similar designated community events.</u>	<u>2 / 3 / DESTROY</u>	<u>End of calendar year.</u>	<u>KCC 5.040.040</u> <u>KCC 5.040.050</u>
02500 CM/HR	PERSONNEL MANAGEMENT RECORDS-ADMINISTRATIVE FILES-- <u>GENERAL</u>	Files contain general information- <u>documents of general nature produced and</u> related to the management of City employees.	2 / 3 / DESTROY	End of calendar year.	
02510 CM/HR	EMPLOYEES - INDIVIDUAL PERSONNEL FILES -- <u>NONEXEMPT and EXEMPT</u>	Files contain documents related to but not limited to: official personnel employment history, selection, personnel actions, <u>deduction forms,</u> promotion, separation, performance appraisals <u>and documentation, KPD administrative investigation disciplinary findings,</u> training certifications, <u>employment verifications,</u> policy acknowledgements.	3 / 3 / DESTROY <u>50/0/DESTROY</u>	Upon employee separation.	-Certain <u>Information is Confidential.</u> <u>KCC</u> <u>2.36.060(F)</u>
<u>02555</u>	<u>EMPLOYEES - INDIVIDUAL PERSONNEL FILES -TEMPORARY HIRES</u>	<u>Files contain documents related to but not limited to: employment history, selection, personnel actions, separation, training certifications, policy acknowledgements.</u>	<u>3 / 4 /DESTROY</u>	<u>Upon employee separation.</u>	<u>KCC</u> <u>2.36.060(f) for confidentiality.</u>

CITY MANAGER/HUMAN RESOURCES RECORDS

Record Series No.	Records Series Title	Records Description	Retention In Dept /Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
02511 CM/HR	EMPLOYEE SERVICE <u>AND PAY RECORDS</u>	Files contain <u>employee service pay</u> records <u>to include: annual gross earnings, deductions and net pay for each employee for the Public Employees Retirement System (PERS).</u> -(dates of service, leave without pay, etc.) of those employees who contributed to the Public Employees Retirement System (PERS). Service records are scanned upon employee separation.	50 / 0 / DESTROY	Upon employee separation	<u>Certain information is confidential KCC 2.36.060(f).</u>
02512 CM/HR	EMPLOYEES - MEDICAL RECORDS	Files contain documents related to illness, medical reports, FMLA, ADA.	3 50 / -03 / DESTROY	Upon employee separation	<u>Confidential per AS 40.25.120</u>
02513 CM/HR	EMPLOYEE HAZMAT EXPOSURE RECORDS	Files contain documents related to employee exposure to hazardous materials, as required by OSHA.	5 / 25 / DESTROY	Upon case-closure <u>separation of employee</u>	
02514 CM/HR	EMPLOYEE – TRAINING FILES	Files contain documents related to course descriptions, training dates, and exam results for firefighters and police officers.	6 / 0 / DESTROY	Upon employee separation	
02515 CM/HR	EMPLOYEES - I-9 FORMS	Files contain documents related to employment eligibility forms for employees hired after November 6, 1986.	1 3 / 0 / DESTROY	Upon employee separation <u>or date of hire whichever is the longer period.</u>	<u>8 CFR 274a2</u>
02517 CM/HR	EMPLOYMENT - EQUAL EMPLOYMENT OPPORTUNITY_ (EEO)	Files contain documents related to quarterly utilization, compliance, and annual reports, affirmative action plans, and employment statistics.	3 10 / -30 / DESTROY	End of calendar year	
02518 CM/HR	EMPLOYEES— CONFIDENTIAL RECORDS	Files contain documents related to pre-employment, background check, drug testing, <u>investigations, policy violations,</u> legal actions, garnishments, EEO claims.	3 50 / 30 / DESTROY	Upon employee separation_	
02519 CM/HR	EMPLOYEES – GRIEVANCE FILES	Files contain documents related to grievances. resolved at steps 1, 2, or 3.	1 50 / 20 / DESTROY	Upon case closure <u>or resolution.</u>	
02525 CM/HR	INTERNAL REVENUE SERVICE (IRS) REPORTS AND RECONCILIATION	Files contain documents related to IRS reports, 1099R and 941 reports.	2 5 / 3 / DESTROY	End of calendar year	
02532 CM/HR	JOB DESCRIPTIONS	Files contain documents related to specific job responsibilities and duties.	2 / 3 / DESTROY	When superseded or obsolete.	
02535 CM/HR	ORGANIZATION CHARTS	Files contain documents related to the City's corporate structure.	2 / 0 / DESTROY	When superseded or obsolete.	
02546 CM/HR	PAYROLL - JOURNALS AND REPORTS	Files contain documents related to payroll journals and reports, including timesheets, hours worked, and documentation for accrued/used leave, copies of payroll checks, federal tax payment reports.	3 5 / 2 / DESTROY	End of fiscal <u>calendar</u> year.	

CITY MANAGER/HUMAN RESOURCES RECORDS

Record Series No.	Records Series Title	Records Description	Retention In Dept /Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
02560 CM/HR	RECRUITMENT AND SELECTION - OFFICIAL	Files contain documents related to job applications, background checks, transcripts, recruitment notices, examinations, test answer sheets, score sheets, results, affidavits of publication and correspondence. Unsolicited job applications will not be retained.	2 / 3 / DESTROY	Upon case closure. <u>Date position is filled.</u>	<u>Certain information confidential.</u> <u>KCC</u> <u>2.36.060(f)</u>
02565 CM/HR	RETIREMENT	Files contain documents related to retirement programs.	3 / 3 / DESTROY	When superseded or obsolete.	
02585 CM/HR	WAGE AND TAX STATEMENTS (W-2 FORMS)AND 1095 FORMS	Files contain documents related to federal withholding tax statement employer copies, correspondence, and back-up documentation.	25 / 32 / DESTROY	End of fiscal year <u>End of calendar year.</u>	
02590 CM/HR	WORKERS' COMPENSATION	Files contain documents related to disability, time loss, and no time loss cases. Documents include OSHA 300 logs and all related documents, reports of injury/illness, medical reports, correspondence, legal filings, compromise and release agreement.	2 / 3 / DESTROY <u>40 / 0 / DESTROY</u>	End of calendar year <u>When superseded or obsolete File closed when case is inactive.</u>	
<u>02591</u>	<u>BACKGROUND/ SECURITY CHECKS</u>	<u>Files consist of background/security checks for potential new hires and promotions. The checks may include but not limited to: background and driver's license screening, reference check, ASPIN/NCIC checks, verification of academic standing.</u>	<u>3 / 0 / DESTROY</u>	<u>Upon employee separation.</u>	<u>Certain information confidential.</u> <u>KCC</u> <u>2.36.060(f)</u>
<u>02592</u>	<u>EMPLOYEE MEDICAL RECORDS Drug Test Records:</u>	<u>Files consists of the positive or negative results of drug test under the Drug Free Workforce Act or as required for Commercial Drive License (CDL) or other drivers under USDOT regulations.</u>	<u>5 / 0 / DESTROY</u>	<u>Upon employee separation.</u>	<u>49 CFR 382.401;-</u> <u>49 CFR 40.333</u>
<u>02593</u>	<u>ATTORNEYS OPINIONS</u>	<u>Files contain documents related to official and informal positions regarding legal issues affecting City departments.</u>	<u>2 / 0 / DESTROY</u>	<u>When superseded or obsolete.</u>	

FIN – FINANCE DEPARTMENT					
Item No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
0300 FIN	FINANCIAL RECORDS GENERAL <u>ADMINISTRATIVE</u>	Files contain general financial information not found elsewhere in this section such as work papers, spreadsheets, summaries, receipts, and other data documenting department accounting practices, policies, and procedures.	5 / 5 / DESTROY	End of fiscal year.	
0301 FIN	FINANCE RECORDS-GENERAL	Files contain records of a general nature created or received by the Finance Department.	2 / 3 / DESTROY	When superseded or obsolete.	
0302 FIN	ADMINISTRATIVE STUDIES AND SPECIAL PROJECTS	Files contain documents related to major administrative studies and special management project.	2 / 13 / DESTROY	When superseded or obsolete.	
0305 FIN	ACCOUNTS PAYABLE - VENDOR FILES	Files contain documents related to payment for commodities or services. Consists of financial transaction registers, vouchers, delivery orders, purchase orders, logs, supply requisitions, advertising orders, and invoices.	2 / <u>4</u> / DESTROY	End of fiscal year.	
0310 FIN	ACCOUNTS RECEIVABLE - GENERAL	Files contain general information related to the billing of accounts not found elsewhere.	2 / 5 / DESTROY	Account closed with \$0 balance.	
0312 FIN	ACCOUNTS RECEIVABLE - AMBULANCE SERVICES	Files contain documents related to billing for the City's ambulance service.	2 / 5 / DESTROY	Account closed with \$0 balance.	
0314 FIN	ACCOUNTS RECEIVABLE - HARBOR	Files contain documents related to the billing of Harbor services and adjustments.	2 / 5 / DESTROY	Account closed with \$0 balance. <u>Certain information confidential</u>	KCC 18.2 89.4 30.I
0316 FIN	ACCOUNTS RECEIVABLE - SALES TAX	Files contain documents related to City sales tax returns.	4 / 5 / DESTROY	End of calendar year.	KCC 3.08
0317 FIN	SALES TAX-RECOVERY	Files that have been moved from accounts receivable sales tax with an outstanding balance at the end of the calendar year and/or may be turned over to collections.	4 / 5 / DESTROY	Account closed at \$0, upon collection or no collection after 10 years.	KCC 3.08
0318 FIN	ACCOUNTS RECEIVABLE - UTILITY	Files contain documents related to the billing of utilities.	2 / 5 / DESTROY	End of fiscal year.	KCC 13.04.040, 13.16.150
0319 FIN	DAILY CASH RECEIPTS	Files contain documents related to the receipt of payment for City services.	2 / 5 / DESTROY	End of fiscal year.	
0320 FIN	BANKING GENERAL	Files contain documents related to bank transactions for revenue and payments including: bank statements, deposit slips, wire transfers, agent fees, transmittal of receipts, savings account data, debt service payments and collected monies.	2 / 3 / DESTROY	End of fiscal year.	
0324 FIN	BANKING - SIGNATURE CARDS	Files contain documents related to banking signature cards.	2 / 3 / DESTROY	When superseded or obsolete.	

FIN – FINANCE DEPARTMENT					
Item No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
0330 FIN	BONDS RECORDS	Files contain documents related to bonds , cancelled/redeemed bonds/coupons documenting proof of issuance and payments to individual bondholders.	2 / 4 / DESTROY	Upon final bond maturity.	
0332 FIN	BONDS REGISTERS	Files contain documents related to bonds registers.	2 / 18 / DESTROY	When superseded, obsolete or expired Upon final bond maturity.	
0340 FIN	BUDGET – GENERAL	Files contain documents related to the preparation of the City's budget prior to presentation to the City Council.	2 / 3 / DESTROY	End of fiscal year.	
0342 FIN	BUDGET – APPROVED	Files contain documents related to the development of operating and capital budgets. Includes budget instructions, submissions, backup documentation, cost allocations, annual estimates of revenue, and amendments.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	
0344 FIN	BUDGET – AUDITS	Files contain documents related to budget audit papers.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	
0352 FIN	FINANCIAL REPORTS	Files contain documents related to annual reports prepared by the Finance Department, activities and balances, routine status reports prepared on a regular or ad-hoc basis.	5 / 5 / DESTROY	Upon completion of audit.	
0355 FIN	FIXED ASSETS	Files contain documents related to inventories of City-owned assets, location, purchasing information, tag number, transfer and deletion.	2 / 3 / DESTROY	Upon disposal of asset.	
0360 FIN	FORECLOSURE FILES	Files contain documents related to foreclosures and delinquency reports, billings, petition for judgment, certified mailings and certificate of redemption.	2 / 10 / DESTROY	Upon redemption or repurchase or final disposition of property.	KCC 3.08.250
0365 FIN	GRANTS	Files contain documents related to receipt of State or federal monies and consists of applications, copy of notification of grant award, agreement, special conditions, fiscal reports, closeout documents, reports (audit, status, progress, compliance) and correspondence.	5 / 5 / DESTROY	Upon completion of audit or as required by the grant agreement.	
0370 FIN	INSURANCE POLICIES AND ENDORSEMENTS	Files contain documents related to insurance policies and endorsements, bonds, riders, and correspondence.	2 / 48 / DESTROY	Upon policy expiration.	
0371 FIN	INSURANCE - ACCIDENTS AND INJURIES	Files contain documents related to accident reports, medical evaluations, public safety officer reports, time loss reports, and other documentation related to injuries sustained by non-employees on City-owned properties.	2 / 4 / DESTROY	Upon claim settlement.	
0372 FIN	INVESTMENT RECORDS	Files contain documents related to the City's investment records.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	KCC 3.16
0375 FIN	LEDGERS AND JOURNALS	Files contain documents related to original journal entries in hardcopy.	2 / 3 / DESTROY	End of fiscal year.	

FIN – FINANCE DEPARTMENT					
Item No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
0382 FIN	PROCUREMENT RECORDS, GREATER THAN \$10,000	Files contain documents related to purchase of good and services, such as purchase orders, bid specifications, request for proposals, price quotations, contracts, leases, and delivery orders in amounts greater than \$10,000.	2 / 3 / DESTROY	Contract execution <u>completion</u> or cancellation of procurement.	
0385 FIN	SALES TAX	Files contain documents related to sales tax quarterly reports and exemptions.	4 / 5 / DESTROY	End of calendar year.	KCC 3.08.220
0387 FIN	PROPERTY TAX ASSESSMENT REPORTS	Files contain documents related to the certified assessed value of properties within the City limits.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	
0388	SPECIAL ASSESSMENT ROLLS	Files contain documents related to special assessments.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	
0391	CLAIMS	Files contain documents related to claims made against the City for property damage.	2 / 4 / DESTROY	After case resolution.	
0392	INVESTMENT STATEMENTS	Files contain documents related to the financial activities and position of City.	3 / 4 / DESTROY	End of fiscal year.	KCC 3.16
0393	CONTRACTS AND AGREEMENTS	Files contain original signed agreements, correspondence, addenda, and insurance certificates as required by the contract/agreement managed by Finance.	2 / 4 / DESTROY	When superseded or obsolete.	

IT – INFORMATION TECHNOLOGY RECORDS

Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
0400 IT	COMPUTER SYSTEMS SERVICES – GENERAL ACTIVITIES	Files contain documents related to general information on computer software and hardware.	2 / 3 / DESTROY	When superseded or obsolete.	
0410 IT	COMPUTER SYSTEMS DOCUMENTATION FILES	Files contain documents related to documentation for application software licenses/agreements used in the City.	1 / 0 / DESTROY	When superseded or obsolete.	
0440 IT	HARDWARE AND SOFTWARE INVENTORIES	Files contain documents related to computer hardware and software inventories.	5 / 0 / DESTROY	When superseded or obsolete.	
0460 IT	SERVER DISASTER RECOVERY PLAN	Files contain documents related to server disaster recovery plan.	1 / 0 / DESTROY	When superseded or obsolete.	
0470 IT	BACKUP FILES	Files contain documents related to system backups. NOTE: Backup tapes are stored offsite for security.	1 / 0 / DESTROY	End of calendar year When superseded or obsolete.	
<u>0480</u> IT	<u>ELECTRONIC (E-MAIL)</u>	<u>Outgoing General Correspondence Emails.</u>	5 / 0 / DESTROY	<u>Date of sent email-refer to City Email Retention Policy.</u>	
<u>0481</u> IT	<u>ELECTRONIC (E-MAIL)</u>	<u>Incoming Transitory Emails.</u>	1 / 0 / DESTROY	<u>Date of receipt of email-refer to City Email Retention Policy.</u>	

ENG – ENGINEERING					
Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
1000 ENG	ENGINEERING RECORDS - GENERAL	Files contain correspondence of a general nature not related to a specific project.	2 / 3 / DESTROY	End of calendar.	
1020 ENG	PROJECTS	Files contain documents related to various engineering projects files, including capital improvements such as construction, design, bids, evaluations, correspondence documenting solicitation, selection, award, administration of contracts and professional services agreements, accounting information, contract modifications and	6 10 / 0 / DESTROY	Upon completion of project or final bond maturity.	
<u>1021</u> <u>ENG</u>	<u>CONTRACTS AND PROFESSIONAL SERVICE AGREEMENTS</u>	<u>Contracts and professional services agreements, accounting information, contract modifications and correspondence related to a specific project.</u>	<u>2 / 34 / DESTROY</u>	When superseded or obsolete. <u>Upon contract completion.</u>	
1030 ENG	PLANS, MAPS AND DRAWINGS	Files contain Master set of all City plans and specifications, maps and drawings. Electronic set of maps and drawing maintained electronically in the Engineering Dept. AutoCAD system.	0 / 2 / DESTROY	When superseded or obsolete.	

FIRE PREVENTION AND EMERGENCY SERVICES RECORDS

Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
2000 FIRE	FIRE AND RESCUE -- GENERAL	Files contain general correspondence related to fire and rescue.	2 / 3 / DESTROY	When superseded or obsolete.	KCC 2.12.100
2005 FIRE	DAILY LOGS	Files contain documents related to daily logs of all ambulance and fire calls. NOTE: Official information is maintained in the FirePrograms software.	1 2 / 0 / DESTROY	End of calendar year.	KCC 2.12.100
2010 FIRE	EMERGENCY MEDICAL SERVICES/PATIENT CARE REPORTS	Files contain documents related to the provision of ambulance services including record of patient treated, copy of supplies used in treatment, copy of treatment record. NOTE: Information is also stored in the Aurora Elite database.	2 / 18 / DESTROY	End of calendar year.	45 CFR Part 160 and 164 KCC 2.36.060(b)(3)
2015 FIRE	FIRE APPARATUS AND EQUIPMENT	Files contain documents related to maintenance, inspections, and testing of apparatus. NOTE: Official information is maintained in the FirePrograms software.	1 / 0 / DESTROY	Until the piece of equipment is decommissioned.	KCC 2.12.100
2020 FIRE	FIRE HYDRANT TESTING	Files contain documents related to individual fire hydrants in service. Data may include make, model, size, and flow data. NOTE: Official information is maintained in the FirePrograms software.	1 / 0 / DESTROY	Until the piece of equipment is decommissioned.	KCC 2.12.100
2025 FIRE	FIRE INSPECTION FILES	Files contain documents related to 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. Also includes complaints filed. NOTE: Official information is maintained in the FirePrograms software.	1 / 0 / DESTROY	Upon building disposal demolition .	13 AAC 50.075 (a) KCC 2.12.100 KCC 8.36.010 KCC 2.36.060 (b)(15)
2030 FIRE	NATIONAL FIRE INCIDENT REPORTING SYSTEM REPORTS	Files contain documents related to fire department investigations of suspicious or incendiary fires and required by the National Fire Incident Reporting Systems (NFIRS). May include reports, evidence (photographs, video cassettes, CDs), memoranda, diagrams, and correspondence regarding fire, rescue, and/or hazardous materials. NOTE: Official information is maintained in the FirePrograms software.	2 / 18 / DESTROY	Upon case closure.	13 AAC 50.075 (a) KCC 2.12.100 KCC 8.36.010 KCC 2.36.060 (b)(15)
2035 FIRE	FIRE PERMITS	Files contain documents related to applications and permits issued by the Kodiak Fire Department. May include open burn, explosive transport, and fireworks permits.	1 / 0 / DESTROY	End of calendar year.	KCC 2.12.100 KCC 8.36.010 KCC 8.32.020
2050 FIRE	COMPLAINT FILES	Files contain documents related to general complaints involving the Fire Department, but not relating to occupancy or fire code complaints.	1 2 / 0 / DESTROY	End of calendar year.	KCC 2.12.100
2055 FIRE	FIREFIGHTERS - FITNESS FILES	Files contain documents related to fitness information on each employee including annual physical, current shot record, notes from doctors, etc.	0 / 0 / TRANSFER TO HR	Upon employee- separation from City Service .	KCC 2.12.100 KCC 2.36.060(f)

FIRE PREVENTION AND EMERGENCY SERVICES RECORDS

Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
2060 FIRE	FIREFIGHTERS - TRAINING FILES	Files contain documents related to course descriptions, training dates, and exam results. NOTE: Official information is maintained in the FirePrograms software.	0 / 0 / TRANSFER TO HR	Upon employee separation - from City Service.	KCC 2.12.100 KCC 2.36.060(f)
2070 FIRE	HAZARDOUS COMMUNICATIONS REPORTS	Files contain reports related to the response and handling of hazardous material used at the station or encountered at a job site by the Kodiak Fire Department.	2 / 28 / DESTROY	When superseded or obsolete.	KCC 2.12.100
2080 FIRE	SAFETY DATA SHEETS	Files contain Safety Data Sheets (SDS) for all hazardous materials used in the department or encountered at a job site.	2 / 28 / DESTROY	When superseded or obsolete.	KCC 2.12.100
2081	CONTRACTS AND AGREEMENTS	Files contain original signed agreements, correspondence, addenda, and insurance certificates as required by the contract/agreement managed by the Fire department.	2 / 4 / DESTROY	Upon completion of contract.	

HARBOR AND CARGO RECORDS					
Item No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
3000 HAR	HARBORMASTER RECORDS - GENERAL	Files contain general documentation relating to harbormaster activity.	2 / 3 / DESTROY	End of calendar year.	
3005 HAR	ELECTRICAL UTILITY	Files contain documents related to electrical usage for customers, monthly meter readings, amount consumed, owner and slip number to be charged, billing statement, as well as maintenance and repairs.	2 / 5 / DESTROY	End of fiscal year.	
3010 HAR	CARGO BILLING	Files contain documents related to cargo billing such as wharfage, dockage, cruise ships, office space, storage space, easement, and van row storage.	2 / 5 / DESTROY	End of fiscal year.	KCC 18.28.430
3015 HAR	CITATIONS	Files contain documents related to citations issued by Harbor Officers	2 / 5 / DESTROY	End of fiscal year.	
3025 HAR	EQUIPMENT REPAIR AND MAINTENANCE	Files contain documents related to repair and maintenance of harbor and cargo equipment.	0 / 0 / DESTROY	Upon equipment disposal.	
3027 HAR	SAFETY DATA SHEETS	Files contain Safety Data Sheets (SDS) for all hazardous materials used in the department or encountered at a job site.	2 / 28 / DESTROY	When superseded or obsolete.	
3030 HAR	FACILITIES MAINTENANCE	Files contain documents related to the maintenance of harbor and cargo buildings, warehouses, storage sheds, and parking lots.	0 / 0 / DESTROY	Upon facility disposal or demolition.	
3032 HAR	FACILITY SECURITY	Files contain documents for harbor/s security of harbors and reports filed with Homeland Security.	2 / 5 / DESTROY	End of fiscal year.	
3035 HAR	HARBOR BILLING	Files contain documents related to harbor billing, such as exclusive docking/ moorage , transitory docking, electrical , waste disposal, shower fees , and net repairs.	2 / 5 / DESTROY	End of fiscal year or upon termination of moorage rights whichever is later.	KCC 18.28.430
3037 HAR	SHIPYARD BILLING	Files contain documents related to boatyard billing, such as user and vendor invoices, use agreements, maintenance and repairs.	2 / 5 / DESTROY	End of fiscal year.	KCC 18.28.430

HARBOR AND CARGO RECORDS

Item No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
3040 HAR	HARBOR STAFF PERSONNEL TRAINING FILES	Files contain documents related to Harbor staff <u>personnel</u> training .	0 / 0 / TRANSFER TO HR	Upon employee separation.	KCC 2.36.060(f)
3045 HAR	INCIDENT REPORTS	Files contain documents related to complaints, investigation reports, follow up, damages awarded and paid, final disposition and correspondence.	2 / 5 / DESTROY	End of calendar year.	KCC 2.36.060(e)
3060 HAR	PORT AND HARBOR ADVISORY BOARD PROJECT FILES	Files contain documents related to projects resulting from requests made by the port and harbor advisory board including studies, plans. Also included are audio-tapes of Board meetings.	2 / 0 / DESTROY	Upon project completion_ <u>or when superseded or obsolete</u> .	
3065 HAR	VESSELS - EXCLUSIVE	Files contain documents related to the exclusive use of a slip by a particular vessel.	2 / 5 / DESTROY	Upon <u>termination of moorage rights or</u> vacation of slip.	
3075 HAR	VESSELS - LOGS	Files contain documents related to daily logs of slip or dock vessels.	2 / 5 / DESTROY	End of fiscal year.	
3080 HAR	VESSELS - TRANSIENT	Files include documents related to transient vessels.	2 / 5 / DESTROY	Two years after account inactivity.	
3090 HAR	ADMINISTRATIVE STUDIES AND SPECIAL PROJECTS	Files contain documents related to major administrative studies and special management projects	2 / 13 / DESTROY	When superseded or obsolete.	
3095 HAR	SECURITY RECORDINGS	Surveillance video and digital recordings created to monitor activities occurring outside of Ports and Harbor buildings.	Record Copy Retain 22 DAYS, then erase & reuse, provided any necessary images are saved.	Surveillance video and digital recordings created to monitor activities occurring inside and outside the Harbor buildings. If the recording has evidentiary value it will be preserved as a record in the appropriate record series.	
3096 HARBOR	CONTRACTS AND AGREEMENTS	Files contain original signed agreements, correspondence, addenda, and insurance certificates as required by the contract/agreement is managed by the Harbor's office.	2 / 4 / DESTROY	Upon completion of contract.	

LIBRARY RECORDS					
Item No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
4000 LIB	LIBRARY SERVICES -- GENERAL	Files contain general correspondence, public relations material related to Library activities. NOTE: Files and correspondence relating to the Kodiak Public Library Association are excluded from this records schedule, as they are private records, not City records.	2 / 3 / DESTROY	End of calendar year.	
4002	LIBRARY POLICIES AND PROCEDURES	Files contain documents related to the development or issuance of Library policies or procedures.	2 / 13 / DESTROY	When superseded or obsolete.	
4005 LIB	ACCESSION AND DISPOSAL RECORDS	Files contain documents related to Library accessions and may include date purchased/amount, publisher, classification code, detailed descriptions, artifact care data, etc. NOTE: Official information is maintained in the SIRSI Library automated system.	2 / 0 / DESTROY Information maintained in SIRSI for the duration of the software.	When superseded or obsolete.	AS 40.25.140
4015 LIB	AID AND GRANTS APPLICATIONS	Files contain documents related to Library applications for various grants and aid.	2 / 0 / DESTROY	Upon grant closeout or when notified grant not approved.	
4020 LIB	CIRCULATION RECORDS - GENERAL	Files contain documents related to circulation management. NOTE: Official information is maintained in the SIRSI Library automated system.	2 / 0 / DESTROY Information maintained in SIRSI for the duration of the software.	End of calendar year.	AS 40.25.140
4022 LIB	CIRCULATION RECORDS - INTERLIBRARY LOANS	Files contain documents related to patron's check-out of books, magazines, tapes, etc., from another library. NOTE: Official information is maintained in the SIRSI Library automated system.	2 / 0 / DESTROY	End of calendar year.	
4024 LIB	CIRCULATION RECORDS - PATRON FILES	Files contain documents related to applications for library cards. Patron information is maintained electronically in SIRSI Library automated system.	2 / 0 / DESTROY	When superseded or obsolete.	AS 40.25.140
4040 LIB	STATE LIBRARY REPORTS	Files contain documents related to annual statistical reports showing the hours of operation, volume of collection, staffing levels, number of items circulated, budget, expenditures, etc.	RETAINED PERMANENTLY 5 / 0 / DESTROY	KEPT PERMANENTLY End of fiscal year.	
4045 LIB	LIBRARY PERSONNEL TRAINING FILES	Files contain documents related to training and certificates of Library personnel.	0 / 0 / TRANSFER TO HR	Upon employee separation.	KCC 2.36.060(f)
4050 LIB	HISTORICAL FILES	Files contain documents of historical interest to the City.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	
4080 LIB	SAFETY DATA SHEETS	Files contain Safety Data Sheets (SDS) for all hazardous materials used in the department or encountered at a job site.	2 / 28 / DESTROY	When superseded or obsolete.	
4085 LIB	CONTRACTS AND AGREEMENTS	Files contain original signed agreements, correspondence, addenda, and insurance certificates as required by the contract/agreement managed by	2 / 4 DESTROY	Upon completion of contract.	

4090 LIB	SECURITY RECORDINGS	Surveillance video and digital recordings created to monitor activities occurring inside the Library buildings.	Record Copy Retain 47 DAYS, then erase & reuse, provided any necessary images are saved.	Surveillance video and digital recordings created to monitor activities occurring inside the Library buildings. If the recording has evidentiary value it will be preserved as a record.	
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PARKS AND RECREATION RECORDS					
Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
5000 PARKS	PARKS AND RECREATION SERVICES – GENERAL	Files contain general information on park and recreation services.	2 / 3 / DESTROY	End of calendar <u>fiscal</u> year.	
5005 PARKS	CEMETERIES	Files contain documents related to the maintenance of City cemeteries.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	
5010 PARKS	PARK PLANNING FILES	Files contain documents related to the development of new parks.	5 / 0 / DESTROY	When superseded or obsolete.	
<u>5015</u>	<u>PARKS AND RECREATION ADVISORY BOARD PROJECT FILES</u>	<u>Files contain documents related to projects resulting from requests made by parks and recreation advisory board including studies, plans. Also, included are audio tapes of Board meetings.</u>	<u>2 / 0 / DESTROY</u>	<u>Upon project completion or when superseded or obsolete.</u>	
5030 PARKS	RECREATION FACILITY RECORDS	Files contain documents related to recreation facilities maintenance, compliance and monitoring of municipal facilities, including community recreation buildings, pools, ice skating rinks, arenas, and athletic fields. Files contain inspection certifications, use permits, facility applications, and licenses.	2 / 8 / DESTROY	End of calendar <u>fiscal</u> year.	
5035 PARKS	SAFETY DATA SHEETS	Files contain Safety Data Sheets (SDS) for all hazardous materials used in the department or encountered at a job site.	2 / 28 / DESTROY	When superseded or obsolete.	
5040 PARKS	RECREATION PROGRAM RECORDS	Files contain documents related to programs and activities sponsored or developed by the Parks & Recreation Department. Included are sports programs, arts, charitable events, day camps, luncheons, and picnics. Documents may consist of player rosters, sponsor forms, practice notices, schedules, tournament seedings, permission slips, drop out forms, worker lists, brochures, flyers, and correspondence.	2 / 0 / DESTROY	End of calendar <u>fiscal</u> year.	
5050 PARKS	PARKS AND RECREATION- PERSONNEL TRAINING- FILES	Files contain documents related to training and certificates of Parks- and Recreation Employees.	0 / 0 / TRANSFER TO HR	Upon employee separation.	
<u>5055</u>	<u>STANDARD OPERATING PROCEDURES (SOPs)</u>	<u>Files contain documents related to the development and publication of City's P&R manuals, handbooks, and operating policies and procedures.</u>	<u>2 / 0 / DESTROY</u>	<u>When superseded or obsolete.</u>	

PARKS AND RECREATION RECORDS					
Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
5056	<u>SECURITY RECORDINGS</u>	<u>Surveillance video and digital recordings created to monitor activities occurring outside the Parks and Recreation buildings.</u>	<u>Record copy retain 15 days, then erase & reuse, provided any necessary images are saved.</u>	<u>Surveillance video and digital recordings created to monitor activities occurring inside the P&R buildings. If the recording has evidentiary value it will be preserved as a record.</u>	
5057	<u>CONTRACTS AND AGREEMENTS</u>	<u>Files contain original signed agreements, correspondence, addenda, and insurance certificates as required by the contract/agreement managed by the Parks and Recreation department.</u>	<u>2 / 4 / DESTROY</u>	<u>Upon completion of contract.</u>	

The City of Kodiak Police Department operates the only public safety answering point (PSAP) in the Kodiak archipelago. First responder response for the City and the Borough begins and ends at the PSAP. Dispatch operations are a key part of the Kodiak Police Department's Mission, which include providing emergency dispatch services for the Alaska State Troopers, by contract, when their Fairbanks communications are down.

The Kodiak Police Department has an E-911 system and the system interface receives automatic number and location information (ANI/ALI) data from a standard E-911 system and transmit the information to the Spillman CAD system. Used in conjunction with the CAD and CAD Mapping Modules, the E-911 interface enables KPD to view real-time locations of both wireless and landline calls on the map. This system became effective on June 2018.

The current data maintained in Spillman deals with department operations to include: calls for service; field reports; crime reports, and incident data; evidence inventory and tracking; jail management. The Spillman system is not managed by typical records retention schedule; the electronic data captured is retained indefinitely. At this time, the lifecycle is the duration of the usage of this software. The data that is now created in Spillman was created and maintained in Safety Suites from 2003 to June of 2018. Stencil is an audio recording system from 2005 to current. Versatile Enterprise is a records and document management system used by the City to manage the lifecycle of physical and electronic records. Versatile Electronic Records Management System (ERMS) is used to organize and store electronic records, where retention schedules are applied. Axon Enterprises Inc. is a contract for Body Worn Camera usage and storage, and Axon is taking the place of digital evidence locker, which is no longer supported. Per AS 12.62.190 it is important that KPD records are evaluated for usefulness, staff support and access, and the financial feasibility of maintaining the older information in the older criminal justice software systems periodically.

KPD-POLICE DEPARTMENT RECORD					
Item No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
6000 KPD	POLICE RECORDS - GENERAL	Files contain general correspondence related to police services, including ride along requests and waivers, UCR reports, and home and business security checks.	23 / 3 / DESTROY	End of calendar year.	
6001 KPD	EVIDENCE	The Police Department continuously reviews the usefulness and relevance of physical evidence and disposes of it when it is no longer needed for prosecution or when the statute of limitations has expired.	See SOP 14.12 for physical evidence.		
6002 KPD	ADMINISTRATIVE STUDIES AND SPECIAL PROJECTS	Files contain documents related to major administrative studies and special management projects.	2 / 13 / DESTROY	When superseded or obsolete.	
6005 KPD	ANIMAL CONTROL	Files contain documents related to licenses, description of animal, and owner notification to owner, certification of ownership, owner claims, and release of animal data.	12 / 0 / DESTROY	End of calendar year.	KCC 2.36.060
6006 KPD	ANIMAL CONTROL	Files contain documents related to licenses and owner of animal incidents.	4 / 0 / DESTROY Maintained for the lifecycle of Spillman.	End of calendar year. Information is maintained in Spillman.	KCC 2.36.060(d)
6010 KPD	RECEIPTS	Files contain bail and other receipts, deposit books, and related documents.	2 / 0 / DESTROY	End of calendar year.	

KPD-POLICE DEPARTMENT RECORD

Item No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
6017 KPD	CITATIONS	Files contain documents related to parking citations issued, action taken, disposition, receipt and correspondence.	1 / 0 / DESTROY <u>Maintained for the lifecycle of Spillman.</u>	Upon case closure <u>Information is maintained in Spillman and retained for the lifecycle of the software system.</u>	<u>KCC 2.36.060(d)</u>
6025 KPD	CONFIDENTIAL INFORMANT FILES	Files contain documents related to police informants.	5 / 0 / DESTROY at KPD	When informant becomes inactive or upon inactivity.	
6030 KPD	DISPATCH	Files contain documents related to daily recordings of all incoming/outgoing calls received by dispatchers, radio logs, station logs, dispatcher notebooks.	1 / 2 / DESTROY <u>(except records for which a litigation hold has been issued by city attorney)</u>	Upon completion of log or notebook. <u>These records are no longer created as of June 2018 and the records will be phased out in 2021.</u>	<u>KCC 2.36.060(d)</u>
<u>6032</u>	<u>RECORDED PHONE AND RADIO TRAFFIC</u>	<u>Daily recordings phone calls of all incoming/outgoing calls received by dispatchers. This will include the system registering the address and phone number for call service incident.</u>	<u>3/ 0/ DESTROY(except those recordings for which a litigation hold has been issued by city attorney)</u>	<u>Maintained in Stancil. Date of call.</u>	<u>KCC 2.36.060(d)</u>
6035 KPD	EQUIPMENT/SUPPLY INVENTORY	Files contain documents related to various equipment, such as ammunition, weapons, dress uniforms, etc.	0 / 0 / DESTROY	When superseded or obsolete.	
6037 KPD	SAFETY DATA SHEETS	Files contain Safety Data sheets for all hazardous materials handled by or stored in the department or encountered on a job site.	2 / 28 / DESTROY	When superseded or obsolete.	
6050 KPD	ADMINISTRATIVE INVESTIGATIONS	Files contain documents related to investigations of complaints of alleged officer misconduct. May include reports, correspondence, statements, investigation documentation, findings, and disposition. <u>Disciplinary findings are transferred to the HR Personnel file.</u>	6 / 0 / DESTROY at KPD	Upon employee separation.	
6060 KPD	JAIL RECORDS	Paper files contain documents related to inmate health screening reports, medical treatment, discipline reports, criminal remand, ICE reports, prisoner information cards, and currency ledgers.	0 / 0 DESTROY <u>These are kept in Safety Suites through 2018.</u>	Upon death, deportation or no contact after 10 years.	<u>KCC 2.36.060(b)</u>

KPD-POLICE DEPARTMENT RECORD

Item No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
60601 KPD	JAIL RECORDS	Electronic files related to inmate booking records: <ul style="list-style-type: none"> • Basic Personal information • Arrest Type and Offenses • Medical screening Assessments • Money ledger • Incident reports • Personal property • Court documents • Release Paperwork 	0 / 0 / DESTROY Maintained for the Lifecycle of the Spillman effective 2018.	Information entered into Spillman -and retained indefinitely.	KCC 2.36.060(b)
6062 KPD	JAIL ACTIVITY LOGS	Files contain logs of activities involving jail inmates related to criminal investigations/procedures .	Maintained for the Lifecycle of the Spillman. 10 / 0 / DESTROY	Information entered into Spillman and retained indefinitely.	KCC 2.36.060(d)
6063	JAIL LOGS -- OTHER	Files contain logs of: clothing distribution, visitors, contraband, hazardous items etc. <ul style="list-style-type: none"> • Monthly billing • Summons, subpoena statistics • Court transports • Dropped of items • Contraband • Jail Programs • Visitation • other 	1 / 0 / DESTROY	End of calendar year.	KCC 2.36.060(b)
6070 KPD	LICENSES-CHAUFFEUR	Files contain documents related to application, copy of license issued, fingerprinting record , and correspondence.	2 / 0 / DESTROY	Upon permit expiry, revocation , or cancellation . Records created in ID Image.	KCC 5.40.100
6080 KPD	POLICE PERSONNEL - MEDICAL FILES	Files contain documents related to medical forms, psychological evaluations.	0 / 0 / TRANSFER TO HR	Upon employee separation.	KCC 2.36.060(b)(13)
6081	POLICE CONFIDENTIAL RECORDS	Files contain documents related to background checks, credit checks, CVSA results, polygraph results, ASPIN printouts, and other.	0 / 2 / TRANSFER TO HR	Upon employee separation.	KCC 2.36.060(f)
6082 KPD	POLICE PERSONNEL - PERSONNEL FILES	Files contain documents related to oath of office, law enforcement code of ethics, employee sign-in form, picture, badge and photo, letter of resignation, drug test consent, Police Academy correspondence, background checks , etc.	0 / 0 / TRANSFER TO HR	Upon employee separation.	KCC 2.36.060(f)
6090 KPD	POLICE INVESTIGATIVE FILES	Files contain documents related to all crimes and complaints investigated by the Police Department, including reports, follow up, property records; arrest, court, processing, disposition, consent to search documents, witness/Miranda rights statements, motor vehicle accidents.	27 / 0 / SCAN, DESTROY PAPER Prior to June 2018	Upon case closure.	KCC 2.36.060(d)

KPD-POLICE DEPARTMENT RECORD

Item No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
6091	POLICE INVESTIGATIVE FILES	Files contain documents related to all crimes and complaints investigated by the Police Department, including reports, follow up, property records; arrest, court, processing, disposition, consent to search documents, witness/Miranda rights statements, motor vehicle accidents.	99 47 / 0 / DESTROY ELECTRONIC <u>Prior to June 2018.</u>	Upon case closure. <u>Information is maintained Versatile Electronic Records Management System (ERMS).</u>	<u>KCC 2.36.060(d)</u>
<u>6015</u>	<u>POLICE REPORTS</u>	<u>Any record after June 2018 that contains incident investigated by the Kodiak Police Department.</u>	<u>Maintained for the Lifecycle of the Spillman.</u>	<u>Information entered into Spillman and retained indefinitely.</u>	<u>KCC 2.36.060(d)</u>
<u>6092</u>	<u>STANDARD OPERATING PROCEDURES (SOPs)</u>	<u>Files contain documents related to the development and publication of handbooks, and operating procedures.</u>	<u>2 / 0 / DESTROY</u>	<u>When superseded or obsolete.</u>	
<u>6093</u>	<u>MOTOR VEHICLE ACCIDENT (MVA) REPORTS REQUESTS</u>	<u>Files contain motor vehicle accident reports requested by qualified individuals.</u>	<u>2 / 0 / DESTROY</u>	<u>End of calendar year.</u>	<u>KCC 2.36.060 (g)</u>
<u>6094</u>	<u>SECURITY RECORDINGS</u>	<u>Surveillance video and digital recordings created to monitor activities occurring inside and outside the Kodiak Police Department.</u>	<u>Record Copy Retain 54 DAYS, then erase & reuse, provided any necessary images are saved.</u>	<u>Surveillance video and digital recordings created to monitor activities occurring outside the Police buildings. If the recording has evidentiary value it will be preserved as a record.</u>	
<u>6095</u>	<u>CONTRACTS AND AGREEMENTS</u>	<u>Files contain original signed agreements, correspondence, addenda, and insurance certificates as required by the contract/agreement managed by Kodiak Police department.</u>	<u>2 / 4 / DESTROY</u>	<u>Upon completion of contract.</u>	<u>KCC 3.12</u>
<u>6096</u>	<u>DIGITAL EVIDENCE</u>	<u>Files from Body Worn Cameras, digital cameras, digital recorders, which include audio and video.</u>	<u>Record copy retain 60 days, then erase, & reuse, provided necessary images are saved.</u>		<u>KCC 2.36.060((d)</u>

KPD-POLICE DEPARTMENT RECORD

Item No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
6096	<u>DIGITAL EVIDENCE</u>	<p>Files from Body Worn Cameras, digital cameras, digital recorders, which are audio and video of incidents to include the following:</p> <p>1. Arrest Made (Felony or Misdemeanor): digital files will reside on Evidence.com until the case has been fully adjudicated. Following the receipt of the "green sheet," digital files are subject to the same day or 30 or 60 day hold that physical evidence is.</p> <p>2. Homicide: digital files associated with a homicide or potential homicide will be retained indefinitely.</p> <p>3. Sexual Assault and Sexual Abuse of a Minor (Class A or Class B Felonies): digital files associated with a sexual assault and/or sexual abuse of a minor consisting of a class A or class B felony will be retained indefinitely.</p> <p>4. Other Sexual Offenses Against Minors: digital files associated with a violation of AS 11.41.425, 11.41.427, 11.41.458, AS 11.66.110 – 11.66.130, or former AS 11.41.430, when committed against a person who, at the time of the offense, was under 18 years of age will be retained indefinitely.</p> <p>5. Manslaughter and Felonies Against a Person: digital files associated with the commission of a felony offense in violation of AS 11.41.120 – 11.41.370, 11.41.425(a)(1), or 11.41.450 – 11.41.458 will be retained for 10 years.</p>	<p>See SOP 14.27.</p> <p>1. 0 / 0 / Destroy</p> <p>2. PERMANENT RETENTION</p> <p>3. PERMANENT RETENTION</p> <p>4. PERMANENT RETENTION</p> <p>5. 10 / 0 / Destroy at KPD</p>	<p>1. Upon case closure of the court.</p> <p>2. PERMANENT RETENTION.</p> <p>3. PERMANENT RETENTION.</p> <p>4. PERMANENT RETENTION.</p> <p>5. Upon case closure.</p>	<p>KCC 2.36.060(d)</p> <p>AS 47.17</p> <p>AS 47.17</p> <p>4. AS 11.41.425, 11.41.427, 11.41.458, AS 11.66.110 – 11.66.130, or former AS 11.41.430</p> <p>5. of AS 11.41.120 – 11.41.370, 11.41.425 (a)(1), or 11.41.450 – 11.41.458</p>

KPD-POLICE DEPARTMENT RECORD

Item No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
6096	DIGITAL EVIDENCE (continued)	<p>6. All Other Felonies: digital files associated with all other felonies will be retained for five years.</p> <p>7. All Misdemeanors: digital files associated with all misdemeanors will be retained for one year.</p> <p>8. Violations and Traffic Citations: digital files associated with only an issued violation or citation will be retained for nine months.</p> <p>9. Officer Encountered Resistance: digital files associated with an incident requiring an officer to complete an Officer Encountered Resistance Report.</p> <p>10. Restricted: -digital files tagged as being restricted will be retained indefinitely. This category is reserved for files involved in potential litigation or when complaints against officers result in internal investigations.</p>	<p>6. 5 / 0 / Destroy at KPD</p> <p>7. 1 / 0 / Destroy at KPD</p> <p>8. 9 months / 0 / Destroy at KPD</p> <p>9. 2 / 0 / Destroy at KPD</p> <p>10. PERMANENT RETENTION unless restriction lifted by city attorney.</p>	<p>6. Upon case closure.</p> <p>7. Upon case closure.</p> <p>8. Date of issued violation or citation.</p> <p>Date of report.</p> <p>10. PERMANENT RETENTION.</p>	

BUILDING SERVICES RECORDS					
Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
7100 BUIL	BUILDINGS - GENERAL	Files contain general information regarding building services.	2 / 3 / DESTROY	End of calendar year.	
7120 BUIL	BUILDINGS - STREET FILES	Files contain documents related to applications, copy of permit, maps, site plans, specifications, drawings, engineer/architect's certification, as built, inspection reports, etc.	1 / 5 / DESTROY	Upon destruction of all structures on the lot.	
7125 BUIL	BUILDINGS - OVERSIZED PLANS	Files contain oversized site plans, maps, drawings related to street files.	1 / 5 / DESTROY	Upon destruction of all structures on the lot.	

WATER AND WASTEWATER TREATMENT PLANT RECORDS					
Record Series No.	Records Series Title	Records Description	Retention In Dept / Record Center / Final Disposition	Folder Closure Criteria	Legal Citation
7230	WASTEWATER - GENERAL	Files contain general information related to wastewater.	2 / 3 / DESTROY	End of calendar year.	
7232	WWTP PERSONNEL FILES	Files contain documents related to training and certification Water and Wastewater Treatment Plant employees.	0 / 0 / TRANSFER TO HR	Upon employee separation.	
7235	WASTEWATER PUMP STATION COLLECTION	Files contain documents related to wastewater pump stations.	2 / 0 / DESTROY	Upon equipment disposal.	
7237	WASTEWATER – SLUDGE/SEPTIC COLLECTION	Files contain documents related to the collection of sludge and septic collection from third-party vendors.	5 / 5 / DESTROY	End of calendar year.	
7240	WASTEWATER - EQUIPMENT MAINTENANCE AND REPAIRS	Files contain documents related to record of work performed and completed on individual equipment.	2 / 0 / DESTROY	Until equipment is replaced.	
7250	SAFETY DATA SHEETS	Files contain Safety Data Sheets (SDS) for all hazardous material used in the department or encountered at a job site. Also includes inventory lists (by calendar year) of all hazardous material used by the department throughout the year.	2 / 28 / DESTROY	When superseded or obsolete.	
7260	WASTEWATER – TREATMENT	Files contain documents related to wastewater treatment such as wastewater testing and analysis, SOA /EPA discharge monitoring reports, SOA /EPA inspection reports, laboratory quality assurance and quality control.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	
7270	WATER TREATMENT – GENERAL	Files contain general information regarding water treatment.	2 / 8 / DESTROY	End of calendar year.	
7275	WATER TREATMENT – CONSUMER CONFIDENCE REPORTS	Files contain documents related to consumer confidence reports.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	
7277	WATER TREATMENT – REPORTS AND SURVEYS	Files contain documents related to water treatment reports and surveys.	10 / 15 / DESTROY	End of calendar year.	
7280	WATER TREATMENT – EQUIPMENT MAINTENANCE AND REPAIRS	Files contain documents related to the maintenance and repairs to the water treatment equipment.	2 / 0 / DESTROY	Upon equipment disposal.	

WATER AND WASTEWATER TREATMENT PLANT RECORDS

Record Series No.	Records Series Title	Records Description	Retention In Dept / Record Center / Final Disposition	Folder Closure Criteria	Legal Citation
7290	WATER TREATMENT – CHEMICAL ANALYSIS TESTING	Files contain documents related to record of chemical testing and analysis conducted on water system. Records may include, but are not limited to, chemical sample analysis such as disinfectant residual; disinfectant by products; nitrate; asbestos; VOC; SOC; TTHM; HAA5; radionuclides; inorganics; lead, copper, and other chemical analysis.	5 / 10 / DESTROY	End of calendar year.	
7291	WATER TREATMENT – MICROBIOLOGICAL ANALYSIS TESTING	Files contain documents related to record of water testing and analysis conducted on water system. Records include microbiological analysis, proficiency testing, study results and miscellaneous testing, i.e. pH, swimming pool analysis, hardness, ammonia, iron, free or total chlorine residual. NOTE: Notification of destruction published mandatory.	5 6 / 0 / DESTROY	End of calendar year.	
7292	ADMINISTRATIVE STUDIES AND SPECIAL PROJECTS	Files contain documents related to major administrative studies and special management projects.	2 / 13 / DESTROY	When superseded or obsolete.	
7293	QUALITY ASSURANCE PLAN AND STANDARD OPERATING PROCEDURES FOR LABORATORY	Files contain documents related to the laboratory operating procedures and quality assurance programs.	RETAINED PERMANENTLY	KEPT PERMANENTLY.	
7294	SECURITY RECORDINGS	Surveillance video and digital recordings created to monitor activities occurring outside the WWTP buildings.	Record copy retain 10 days, then erase & reuse, provided any necessary images are saved.	Surveillance video and digital recordings created to monitor activities occurring outside the WTP buildings. If the recording has evidentiary value it will be preserved as a record.	

PW – PUBLIC WORKS RECORDS

Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
7000 PW	PUBLIC WORKS – GENERAL	Files contain general correspondence related to public works activities.	2 / 3 / DESTROY	End of calendar year.	
7002 PW	ADMINISTRATIVE STUDIES AND SPECIAL PROJECTS	Files contain documents related to major administrative studies and special management projects (including property appraisals).	2 / 13 / DESTROY	When superseded or obsolete.	
7003 PW	PROJECT CORRESPONDENCE	Files contain correspondence related to current projects.	26 / 0 / DESTROY	Upon completion of project.	
7005 PW	AIRPORTS	Files include documents related to the maintenance of City-owned airports.	2 / 18 / DESTROY	When superseded or obsolete. End of calendar year.	
7006 PW	AIRPORT LEASES	Files contain original signed agreements, correspondence, addenda, and insurance certificates as required by the lease.	2 / 5 / DESTROY	When superseded or obsolete. Upon termination of lease.	
7010 PW	COMPLAINTS/ NOTIFICATION OF HAZARDS	Files contain documents related to complaints, including caller, nature of call, disposition of call, final resolution.	2 / 3 / DESTROY	End of calendar year.	KCC 2.36.060(e).
7015 PW	PUBLIC WORKS PERSONNEL TRAINING FILES	Files contain records related to training and certification of Public Works Department personnel.	0 / 0 / TRANSFER TO HR	Upon employee separation.	KCC 2.36.060(f).
7030 PW	ENCROACHMENT PERMITS	Files contain documents related to encroachment permits issued by the Public Works Department.	2 / 4 / DESTROY	Upon permit expiry or cancellation.	
7040 PW	EQUIPMENT RECORDS	Files contain documents related to repair and maintenance records of all City-owned vehicles, including correspondence, damage/accident reports, checklists, inspection, service, and maintenance.	2 / 0 / DESTROY	Upon equipment disposal.	
7042 PW	SAFETY DATA SHEETS	Files contain Safety Data Sheets (SDS) for all hazardous material used in the department or encountered at a job site. Also includes inventory lists (by calendar year) of all hazardous material used by the department throughout the year.	2 / 28 / DESTROY	When superseded or obsolete.	
7045 PW	FUEL LOGS	Files contain documents related to the amount of fuel used by City-owned vehicles.	2 / 5 / DESTROY	End of calendar year.	
7060 PW	WATERSHED, RESERVOIRS, AND DAMS	Files contain documents related to the construction and/or maintenance of the City's watershed, reservoirs, and dams.	2 / 18 / DESTROY	When superseded or obsolete.	
7065 PW	STREETS	Files contain documents related to the construction and/or maintenance of City streets.	2 / 18 / DESTROY	End of calendar year.	
7070 PW	WASTEWATER COLLECTION	Files contain documents related to wastewater collection, including correspondence, reports, and studies.	2 / 0 / DESTROY	Upon equipment disposal. End of calendar year.	

PW – PUBLIC WORKS RECORDS

Item No.	Records Series Title	Records Description	Retention	Legend, Definitions and Notes	Legal Citation
7080 PW	WATER DISTRIBUTION	Files contain documents related to the construction and/or maintenance of the water distribution system.	2 / 18 / DESTROY	When superseded or obsolete.	
7081 PW	CONTRACTS AND AGREEMENTS	Files contain original signed agreements, correspondence, addenda, and insurance certificates as required by the contract/agreement, where the contract/agreement managed by Public Works.	2 / 4 / DESTROY	Upon completion of contract.	KCC 3.12
7085 PW	SECURITY RECORDINGS	Surveillance video and digital recordings created to monitor activities occurring outside Public Work's buildings.	Record copy retain, for 10 days then erase & reuse, provided any necessary images are saved.	Surveillance video and digital recordings created to monitor activities occurring outside the Public Works buildings. If the recording has evidentiary value, it will be preserved as a record.	
7090 PW-Compost	COMPOST-GENERAL	Files contain records of a general nature created or received by the Compost staff and facilities.	2 / 3 / DESTROY	End of calendar year.	40 CFR 503.17
7091 PW-Compost	EQ SEWAGE SLUDGE	Files contain records of pollutant concentrations. Pathogen reduction certification and description.	2 / 3 / DESTROY	End of calendar year.	40 CFR 503.17
7092 PW-Compost	PC SEWAGE SLUDGE	Files contain records of pollutant concentrations. Management practice certification and description (where Class B pathogen requirements are met) Vector attraction reduction certification and description.	2 / 3 / DESTROY	End of calendar year.	40 CFR 503.17
7093 PW-Compost	CPLR SEWAGE SLUDGE	Files contain records of pollutant concentrations. Management practice certification. -Certification and description information -Site location -Number of hectares -Amount of sewage sludge -Cumulative amount of pollutants -Date of application	2 / 3 / DESTROY	End of calendar year.	40 CFR 503.17
7094 PW-Compost	APLR SLUDGE	Files contain records of pollutant concentrations. Management practice certification and description pathogen reduction certification and description vector attraction reduction certification and description. The AWSAR for the sewer sludge.	2 / 3 / DESTROY	End of calendar year.	40 CFR 503.17

LGL –LEGAL					
Record Series No.	Records Series Title	Records Description	Retention In Dept / Records Center / Final Disposition	Folder Closure Criteria	Legal Citation
1000 LGL	MUNICIPAL ATTORNEY - OPINIONS	Consists of official and informal positions regarding legal issues affecting Departments or the City Council. May include information/action memoranda regarding ordinances and resolutions.	2 / PERMANENT	End of calendar year.	
1020 LGL	LITIGATION CASE FILES	Files contain documents related to civil and criminal cases. Includes briefs, pleadings, investigative materials, court proceedings, transcripts, correspondence, exhibits, photographs and other media.	1 / 5 / DESTROY	When case is closed.	