



RESOLUTION 18-36

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH ASSEMBLY ADOPTING A RECORDS RETENTION SCHEDULE.

WHEREAS, a record retention schedule establishes minimum retention periods for the various types of Aleutians East Borough records; and,

WHEREAS, Aleutians East Borough Code Section 2.21.030(E) requires the Assembly to adopt by resolution a records retention schedule setting forth time schedules for retention of particular series of records.

NOW THEREFORE, BE IT RESOLVED by the Aleutians East Borough Assembly that the Borough hereby adopts the records retention schedule attached as Exhibit "A".

Records identified as permanent shall not be destroyed, but shall be retained by the Borough for permanent retention.

Records that are not considered permanent shall be disposed of in accordance with the approved general retention schedule. Records of a confidential nature shall be disposed of by shredding or burning. All other records shall be disposed of in an appropriate manner.

The records manager shall maintain a permanent log of all destroyed records. The Borough Clerk shall report a detailed description of the records destroyed to the Assembly annually.

The Administrative staff of Aleutians East Borough is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED AND APPROVED this 10th day of May, 2018.



Mayor Alvin D. Osterback

ATTEST:



Tina Anderson, Clerk