



# Ketchikan Gateway Borough Records Retention Schedule

Resolution No. 2481

Exhibit A

Adopted June 17, 2013

The KGB Code Ch. 2.120.100 sets forth the requirements of the Borough's Records Management Program and adherence to the Records Retention Schedule. The goal of the Records Management Program is to professionally manage document information from the time records are received or created throughout their processing, distribution, and use; to placement in a storage and retrieval system until the final disposition of destruction or long-term archival, according to specific retention requirements.

The purpose of the Borough Records Retention Schedule is to provide a timeframe for retention of Borough records; to assign responsibility and ownership of records; and to provide absolute guidance in the long term maintenance and safekeeping of important records. Legal research has been completed for each record series and the pertinent law, regulation, or industry standard has been applied to establish retention.

Unless otherwise noted, all records in this schedule apply to all media types.

## **Retention Definitions:**

Act	Active	Open, current or operational; under contract; term of office
C	Current	Current calendar year (for retention purposes fiscal year records are held through the end of that calendaryear)
P	Permanent	Retain forever
Ind	Indefinite	Retention cannot be determined in advance; to be reviewed at a later time
Admin Need	Administrative Need	Department Head may determine when the record has met its usefulness; minimum 30 days

## **Legal and Industry Standards:**

AAC	Alaska Administrative Code
ARS	State of Alaska Model Retention Schedule for Local Government
AS	Alaska Statutes
CFR	Code of Federal Regulations
GARRS	State of Alaska General Administrative Records Retention Schedule
KGBC	Ketchikan Gateway Borough Code

Appraisal Value	Record Series	Subjects	Description	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
					Office	Storage	Total		
1,5	ADM100	<b>General Administration</b>	Includes general correspondence, reading files, reports, studies, plans and copies of documents used for administrative purposes, unsuccessful bids and proposals	Department Heads	Act+3	n/a	<b>Act+3</b>	ARS1.1	
1	ADM110	<b>Non Record</b>	Information or documents which are not preserved for their informational value or as evidence or operation of the Borough; may include unsolicited received messages (spam), periodicals, superseded templates, duplicates of records retained elsewhere, preliminary drafts	Department Heads	none	none	<b>none</b>	AS 40.21.150 (6)	May destroy immediately; Email non-records will be presumed destroyed 30 days after creation or receipt
1,2,5	ADM200	<b>Policies &amp; Procedures</b>	Borough and departmental policies and procedures	Borough Manager	Act	10	<b>Act+10</b>	ARS 1.3	
1	ADM250	<b>Capital Project Requests</b>	Capital project request files	Borough Manager	Act	6	<b>Act+6</b>	ARS12.9	
1	ADM310	<b>Asset Management</b>	Maintenance records manuals, warranties	Department Heads	Life of Equipment	n/a	<b>Life of Equipment</b>	ARS 9.1	
1,2	ADM400	<b>Administrative IT</b>	Records relating to computer system, including: program/system documentation, wiring, software licenses, disaster recovery, inventory, web page data	IT Manager	Until Administrative Need Met	n/a	<b>Until Administrative Need Met</b>	ARS 9.1	
	REF100	<b>Reference</b>	Reference materials used for administrative purposes	Department Heads	Until Superseded	n/a	<b>Until Superseded</b>		
5	HIS100	<b>Historical Files</b>	Departmental written histories, newspaper articles, photographs, speeches; Parks & Recreation program history	Department Heads	C+1	P	<b>P</b>	ARS 1.6	
2	SEC100	<b>Security Recordings – Routine</b>	Video surveillance for Borough facilities and vehicles	Department Heads	14-60 days depending on hardware	n/a	14-60 days depending on hardware	GARRS 89	Erase and reuse
2	SEC100	<b>Security Recordings – Incidents</b>	Video recordings of incidents at Borough facilities and vehicles	Department Heads	1	5	Act + 6	GARRS 89	

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					Office	Storage	Total		
1/4/5	AIR100	<b>Airport-Master Plan</b>	Airport Master Plan	Borough Clerk			<b>P</b>		
1/2	AIR210	<b>Airport-Inspections</b>	FAA/TSA/OSHA inspection records	Airport Manager	C+1	1	<b>3 years after compliance or resolved</b>	14 CFR 139.301	
1/2/4	AIR200	<b>Airport-Operations</b>	Operational records including: certificates, licenses, airport certification manual (ACM), storm water retention plan, wildlife control plan & permits; airport security program, security directives; key control files; pavement condition report	Airport Manager	C	3	<b>C+3</b>	ACM requirements per 14CFR 139(C)	
1/2	AIR230	<b>Airport-General Compliance</b>	Records related to general operation and security of airport, including FAA required self-inspections, training, reports and notices and TSA badge and key records	Airport Manager	C+1	2	<b>C+3</b>	14 CFR 139; 49 CFR 1542	
1/2	AIR300	<b>Airport-Underground Storage Tanks</b>	Records relating to regulated and non-regulated underground storage tanks	Airport Manager	C+3	5*	<b>indefinite</b>	AS 46.03.360-450; 18 AAC 75, 18 AAC 78 & 40; CFR 280	*Storage of 5 years to be used as reminder to review necessity of keeping further
1/2	AIR400	<b>Airport-Accident</b>	Records related to aircraft accidents	Airport Manager	C+5	5*	<b>indefinite</b>	49 CFR 801.32	
1/2	AIR500	<b>Airport-Ferries</b>	Records related to marine vessel safety and operational requirements, including: certificates, licenses, inspections, haul- out records, engine room logs, incident records	Airport Manager	C+3	10*	<b>life of vessel</b>	certificates & license per DOT/PF AMHS and 46 CFR 2.95; other records per AMHS	*Storage of 10 yrs to be used as tickler to review vessel status
1/2	AIR510	<b>Airport-Ferries, general</b>	General vessel operational records, including: ship logs, boat tallies	Airport Manager	C+3	2	<b>C+5</b>	3 yrs. per AMHS, item 13	5 years per USCG inspector
1/2	AIR600	<b>Airport-Safety</b>	Records related to safety meetings and training	Airport Manager	C+1	8	<b>10</b>	GARRS -92 29 CFR 1910.1200	
1/5	AIR700	<b>Airport-Statistics</b>	Records containing data regarding plane and ferry landings, enplanements & deplanements	Airport Manager	C+5	10*	<b>indefinite</b>	18 CFR 368.3	
1/2	AIR800	<b>Airport Security-Police activity logs</b>	Activity logs, pass-on logs	Airport Manager	C+1	10*	<b>indefinite</b>	49 CFR 1542.221(1)(2) states 180 days	*Storage of 10 years to be used as reminder to review status
1/2	AIR810	<b>Airport Security-Citations/Warnings</b>	Records related to non-arrest incidents	Airport Manager	C+1	2	<b>C+3</b>	AS 09.10.070	
1/2	AIR830	<b>Airport Security-Training</b>	In-house qualifying records, Alaska police standards council(APSC) training certificates	Airport Manager	C+ 6 mos.	n/a	<b>indefinite</b>	49 CFR 1542.217(d)	transfer to HR 6 months after termination
1	AIR850	<b>Airport Security-Lost &amp; Found</b>	Records regarding items lost and found at airport	Airport Manager	C+1	n/a	<b>2</b>	GARRS -97	

Note: Sensitive security information to be destroyed by appropriate airport personnel to maintain compliance with 49 CFR 1520.

Appraisal Value	Record Series	Subjects	Description	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
					Office	Storage	Total		
1,4	APS100	<b>Active Animal Records</b>	Records for dog licenses, private board, live traps, vehicle logs, lost & found, adoptions, impound records, surrender forms	Animal Protection Director	1	2	<b>3</b>	ARS 11.24	
1	APS200	<b>Inactive Animal Records</b>	Records for deceased and euthanized animals	Animal Protection Director	death+1	2	<b>death+3</b>	ARS 11.24	
2	APS300	<b>Animal Establishment Records</b>	Animal establishment permits and inspection forms.	Animal Protection Director	Act	10	<b>Act+10</b>	ARS 14.2	
1	APS400	<b>Animal Offense Records</b>	Records for bites, calls for service, quarantines, and owner offense files	Animal Protection Director	Lifespan	2	<b>Indefinite</b>	ARS 11.24	life span of owner and/or animal
2	APS500	<b>Animal Waiver/Liability Records</b>	Volunteer applications and liability/waiver forms	Animal Protection Director	2	4	<b>6</b>		
	APS600	<b>Animal Protection-General</b>	Animal protection records not previously covered	Animal Protection Director	Act	6	<b>Act+6</b>		

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Appraisal Value	Record Series	Subjects	Description	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
					Office	Storage	Total		
2.4	AST100	<b>Assessment-Permanent</b>	Real property and business/personal assessment rolls, supplemental rolls , roll certifications; senior citizen & disabled veteran exemption applications year 2010 on	Assessment Director	Act	p	<b>p</b>	ARS 15.1 AS 29.45.160	Digital copies maintained in office, borough records microfilmed
2	AST200	<b>Assessment-Notices</b>	Business/personal and real property notices mailing data	Assessment Director	6		<b>6</b>	ARS 15.2	Business/Personal notices are confidential
2	AST300	<b>Assessment-Appeals</b>	Valuation appeal forms, records, & accompanying information	Assessment Director	6		<b>6</b>	ARS 15.4	Clerk's office retains Board of Equalization records
2/4	AST400	<b>Assessment-Real property</b>	Paper records pertaining to assessment of real property, including exemptions, real property photos	Assessment Director	Act + 6		<b>Act + 6</b>	ARS 15.9	
2,4,	AST410	<b>Assessment-Land History</b>	Property deeds and transfer documents	Assessment Director	Until Obsolete, superseded, or administrative need is met	n/a	<b>Until Obsolete, superseded, or administrative need is met</b>	ARS 15.6	Original – State Recorders Office
2.4	AST450	<b>Assessment-Business/Personal Property</b>	Paper records pertaining to assessment of business/personal property	Assessment Director	Act + 6		<b>Act+6</b>	ARS 15.7	Confidential
1	AST500	<b>Assessment-Market Data</b>	Records pertaining to sales information	Assessment Director	6		<b>6</b>	ARS 15.10	Confidential; Appraisal Cycle is 4 years
1/2	AST600	<b>Assessment-Reports &amp; Studies</b>	Annual assessor's report, information studies/reports, & ratio studies created to prepare reports	Assessment Director	6	6	<b>6</b>		State Assessor owns original annual report
	AST700	<b>Assessment-General</b>	Assessment records not previously covered	Assessment Director	Act	6	<b>Act + 6</b>		

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					Office	Storage	Total		
1,2,5	CLK100	<b>Required Public Notices</b>	Assembly meeting notices; affidavits of publication for assembly meetings, elected and appointed official vacancies, regular and special elections	Borough Clerk	C+1	8	<b>10</b>	ARS 2.2	
1,2,5	CLK110	<b>Assembly Meeting Documentation</b>	Agendas, action agendas, audio and video recordings of meetings, including executive session recordings	Borough Clerk	C+1	3	<b>5</b>	ARS 2.1.2	
2,4,5	CLK130	<b>Assembly Permanent Records</b>	Minutes of assembly, assembly quasi-judicial committees, and service areas; adopted resolutions; adopted ordinances, including original paper code book; oaths of office for all borough elected and appointed officials; master list of boards and committees	Borough Clerk	Until scanned	P	<b>P</b>	ARS 2.1; 2.6 AS 29.20.380 AS 29.20.600	
1	CLK140	<b>Assembly Non-Permanent Records</b>	General correspondence regarding mayor and assembly business and dealings with public and legislative bodies; mayoral proclamations; meeting packet items and committee minutes	Borough Clerk	C+1	4	<b>6</b>	ARS 2.5	Original packet items filed in corresponding action file; ie contract, ordinance or resolution, etc.
2	CLK200	<b>Board of Ethics</b>	May include: complaints, decisions, correspondence of Board of Ethics	Borough Clerk	Act	6	<b>Act+6</b>		Active = term of office of official
2,5	CLK300	<b>Elections-Permanent</b>	Election returns, canvass board file, DOJ preclearance records	Borough Clerk	5	P	<b>P</b>	ARS 8.3;8.6	
2,5	CLK310	<b>Elections-Ballots</b>	Voted and unvoted ballots, ballot stubs, absentee and question envelopes, precinct registers, election certificates, absentee official records	Borough Clerk	1 month	1 year	<b>1</b>	KGBC 5.05.130 ARS 8.1;8.4; 8.13	
2,5	CLK330	<b>Elections-General</b>	Initiative, referendum, and recall files, declarations of candidacy, alaska public official commission financial disclosure statements	Borough Clerk	Act	6	<b>6</b>	AS 29.26;29.20.010; 15.25.030	
2,5	CLK400	<b>Annexation/Consolidation</b>	Petition and supporting files	Borough Clerk	Act	P	<b>P</b>	ARS 2.9	5 year if fail perm if pass
2,5	CLK500	<b>Records Management-Permanent</b>	Certificates of records destruction; records retention schedule	Borough Clerk	P		<b>P</b>	ARS 1.1;1.16	May be scanned and sent to storage
1,2,5	CLK510	<b>Records Management-General</b>	Records transfer and retrieval forms; records storage inventory; records management program	Borough Clerk	Act	6	<b>Act+6</b>		
1,2	CLK600	<b>Public Records Requests</b>	Public records request forms and related material produced with response	Borough Clerk	1	n/a	<b>1</b>	ARS 1.14	

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					Office	Storage	Total		
3,4	ACC100	<b>Accounting–Accounts Payable</b>	Vendor files, may include: check copies, AP check log, check registers, cancelled checks, invoices, purchase orders	Finance Director	2	4	<b>6</b>	ARS 3.6;3.7.1	
4	ACC110	<b>Accounting - Citations</b>	Citations for code violations, includes paid citations and citations awaiting payment	Finance Director	Act	1	<b>Act+1</b>	ARS 11.19	
3,4	ACC200	<b>Accounting-Accounts Receivable</b>	Records relating to receipt of revenues, may include: tax and exemption records, deposits, charges, refunds and allocations, airport passenger charges, daily transaction reports, cash receipts, NSF	Finance Director	4	2	<b>6</b>	ARS 3.7;3.7.1; 3.9;14.4	
3,4	ACC230	<b>Accounting-Revenue statements</b>	Bank statements a.k.a. bank reconciliations	Finance Director	2	5	<b>CFY+7</b>	ARS 3.7.2	
3 & 4	ACC250	<b>Accounting-Journal Entries</b>	Account transfer information including general ledger and budget journal entries	Finance Director	3	7	<b>10</b>	ARS 3.5.2	
3	ACC260	<b>Accounting-Legal</b>	Judgments and collections, bankruptcy files	Finance Director	Act	10	<b>Act+10</b>	ARS 3.9;3.14	
1	ACC280	<b>Accounting-Grants</b>	Grant administration records	Finance Director	Act	6	<b>Act+6</b>	AS 09.10.053 49 CFR 110.90	EPA Grants are Active + 10 (40 CFR 35.4105, 40 CFR35.6705)
3,4	ACC300	<b>Accounting-Fixed Assets</b>	Records related to fixed asset inventory, vehicle titles and registrations	Finance Director	Act	6	<b>Act+6</b>	ARS 1.9.1;2.13.1	
3,4	ACC400	<b>Accounting-Foreclosure</b>	Property tax foreclosures,	Finance Director	P	P	<b>P</b>	ARS 16.4	
1	ACC500	<b>Accounting-Bonds</b>	Records related to bonds and bond registers	Finance Director	Act	20	<b>Act+20</b>	ARS 3.11; 3.12	
3 & 4	ACC600	<b>Accounting-Payroll</b>	Records related to wages, salaries, deductions and benefits. includes W-2, W-4 and 1099, employee timesheets, PPE timesheets, PTO reports, PERS reports, records related to borough sponsored plans, insurance, pension, disability and vesting	Finance Director	6	n/a	<b>6</b>	ARS 4.3;4.4; 4.6;4.8;4.13; 4.5;4.11 26 CFR 31.6001-1 8 AAC 85 020	
4	ACC660	<b>Accounting–Long Term Payroll Reports</b>	Deferred compensation, payroll registers; annual report of hours worked	Finance Director	Current	50	<b>C+50</b>	ARS 4.7;4.14	
1	ACC680	<b>Accounting–Workers Comp</b>	Worker's compensation, on-the-job injury, lost time	Finance Director	Act + 3	37	<b>Act+40</b>	ARS 7.3;AS 40.25.12029 CFR	
1	ACC700	<b>Accounting-Insurance Policies</b>	Insurance policies and binders, including: risk, property/casualty,Etc.	Finance Director	Current + 3	47	<b>C+50</b>	ARS 7.1 29 CFR1910.1020	
1	ACC710	<b>Accounting-Insurance Claims</b>	Incident reports and records relating to accidents on borough property	Finance Director	Act+3	4	<b>Act+7</b>	ARS 7.2	
1	ACC720	<b>Accounting-Risk Management–Customer Service</b>	Records related to customer service or complaints; may include audio or video recordings, correspondence, notes, logs	Finance Director	3	n/a	<b>3</b>	ARS 11.1	
3 & 4	ACC800	<b>Accounting-Permanent Records</b>	Final budgets, certified annual financial reports, annual borough & municipal financial report, original journals and ledgers, audits	Finance Director	P	n/a	<b>P</b>	ARS 1.4.1; 3.3.2.4.1; 3.5.1.14	
1	ACC900	<b>Accounting-General</b>	Accounting records not previously covered	Finance Director	2	4	<b>6</b>	ARS 3.1	

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					Office	Storage	Total		
2	FDS100	<b>Violation/Complaint</b>	Violations and complaints relating to fire safety code; including follow-up data	Fire Chief	Act	3	<b>3 years after resolution</b>	ARS 11.30	
1,2	FDS200	<b>Fire and EMS Response</b>	Incoming call records; complainant information; dispatcher information; response vehicle information; incident	Fire Chief	1	9	<b>10</b>	ARS 11.26; 11.31;11.32	
1,2	FDS210	<b>Fire and EMS Response-Alarm</b>	Detailed report from individual alarm boxes	Fire Chief	Until superseded, obsolete, or Administrative Need met	n/a	<b>Until superseded, obsolete, or Administrative Need met</b>	ARS 11.33	
1,2	FDS300	<b>Fire and EMS Training</b>	Course information, training dates, exam results	Fire Chief	Act	6	<b>Act+6</b>	ARS 11.34	
1	FDS500	<b>Fire Prevention Program</b>	Fire prevention education materials including brochures, pamphlets, films, etc	Fire Chief	Until superseded, obsolete, or Administrative Need met	n/a	<b>Until superseded, obsolete, or Administrative Need met</b>	ARS 11.36	
1/2	FDS700	<b>Equipment Inspection Reports</b>	Records of inspection for vehicles, mechanical systems, hoses, hydrants, ladders (ground and aerial), mask service information; model serial number, purchase date, type, cubic feet of tank and service record	Fire Chief	3 years or until replaced	n/a	<b>3 years or until replaced</b>	ARS 11.38	
	FDS800	<b>Fire-General</b>	Fire records not previously covered	Fire Chief	Act	6	<b>Act+6</b>		

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					Office	Storage	Total		
2/4	LAW100	<b>Law-Opinions</b>	Legal opinions of the Borough Attorney	Borough Attorney	P		<b>P</b>	ARS 10.1	May be scanned and sent to storage center
1/2	LAW200	<b>Law-Litigation</b>	Records related to action in civil and criminal cases and investigations, including: briefs, pleadings, evidence, reports, court proceedings correspondence	Borough Attorney	Act	6	<b>Act+6</b>	ARS 10.3; 10.4	
1/2/4	LAW300	<b>Law -Litigation-Final</b>	Final claims or litigation documents, including judgments, settlements, court orders, terms and conditions	Borough Attorney	Act	Indefinite	<b>Indefinite</b>	ARS 10.3	
1,2,4	LAW350	<b>Law-Arbitration</b>	Union contract interpretation and arbitration	Borough Attorney	P	n/a	<b>P</b>	ARS 6.13	
1,2	LAW400	<b>Law-Contracts</b>	Records related to obligations under contracts, leases and other agreements between the Borough and outside Parties; successful bids and proposals	Borough Clerk	Act	6	<b>Act+6</b>	ARS 1.8; 5.1;5.2 AS 09.10.053 48 CFR 4.703	
2,5	LAW500	<b>Law-Property-Permanent</b>	Deeds, patents, sales, easements, rights-of-way	Borough Clerk	Active or until scanned	P	<b>P</b>	ARS 10.6; 16.1;13.7	
2	LAW600	<b>Law-Legal Compliance</b>	Code enforcement violation reports, notices to comply	Code Enforcement Officer	Act	3	<b>Act+3</b>	ARS 10.7	Citations and payment records retained in Finance Department
	LAW700	<b>Law-General</b>	Law records not previously covered	Borough Attorney	Act	6	<b>Act+6</b>		

Appraisal Value	Record Series	Subjects	Description	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
					Office	Storage	Total		
1,2,4	HUM100	<b>Human Resources-Employee Records</b>	Personnel files, including: hire information, personnel action forms, performance reviews, disciplinary actions, Shot records, and physicals	Borough Manager	Act	50	<b>Act+50</b>	ARS 6.1 29 CFR 1627.3; 29 CFR 516.5; 49 CFR 382.409	
2	HUM200	<b>Human Resources-Job Descriptions</b>	Job descriptions of all borough positions	Borough Manager	Until admin need is met	n/a	<b>Until superceded or admin need is met</b>	ARS 6.8	Resolution retained permanently
1	HUM300	<b>Human Resources-Employee Selection</b>	Job applications and deliberative materials used in the interview and hiring process; may include: ranking sheets, notes, comments	Borough Manager	C	1	<b>C+1</b>	ARS 6.3 29 CFR 1602.14 29 CFR 1627.3	Successful applications go to personnel file
	HUM310	<b>Human Resources-Employee Selection-Assembly Appointed</b>	Deliberative materials used in the interview and hiring process for Borough Manager, Clerk and Attorney; may include: ranking sheets, notes, comments	Borough Assembly	Act	n/a	<b>Act</b>		Active=Deliberative process only; To be destroyed immediately upon hiring of successful candidate; Applications retained per HUM300
2	HUM400	<b>Human Resources-Training</b>	Records related to borough training programs	Borough Manager	Act+3	n/a	<b>Act+3</b>	ARS 1.15	
1,2,4	HUM450	<b>Human Resources-CBA</b>	Collective bargaining negotiations	Borough manager	C	n/a	<b>10</b>	ARS 6.12	
2	HUM550	<b>Human Resources-Drug/Alcohol</b>	Drug and alcohol testing records	Borough Manager	5	n/a	<b>5</b>	49 CFR 382.409	positive results go to personnel file
1,2,4	HUM600	<b>Human Resources-Union Grievances</b>	Investigation and resolution of grievances	Borough Manager	Act	5	<b>Act + 5</b>	ARS 6.11	
	HUM700	<b>Human Resources-General</b>	Human resource records not previously covered	Borough Manager	Act	6	<b>Act+6</b>		

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1,2	PKR100	<b>Parks and Recreation-General</b>	Records including, but not limited to; registration and scholarship forms; first aid records; customer input; customer expulsion and incident reports	Parks and Recreation Supervisor	C+1	3	<b>5</b>	ARS17.1 CPO Manual DE 18 AAC 30.550	
1,2	PKR200	<b>Parks and Recreation-Child Care</b>	Records related to drop-in care at Rec Center and summer daycare program	Parks and Recreation Supervisor	Act	6	<b>Act+6</b>	AS 47.35 ARS 11.17	
1,2	PKR300	<b>Parks and Recreation-Pool Records</b>	Daily chemical logs	Parks and Recreation Supervisor	2	8	<b>10</b>	ARS 13.28.2	

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1,2	PLN100	<b>Platting and Zoning-Permanent</b>	Land records including, subdivision files, zoning permit files, rezone files, vacations of rights-of-way files; street renaming files, official zoning map	Planning Director	P	n/a	<b>P</b>	ARS 12.1;13.1; 13.7; 13.8	May be scanned and sent to records center, refer to department policy for contents lists
1	PLN110	<b>Platting and Zoning Temporary</b>	Working files: pre-decisional materials for administrative decisions such as minor variances, abbreviated plats and plat alterations	Planning Director	Act+3	n/a	<b>Act+3</b>	ARS 1.1;1.12;2.1.2	
1,2	PLN150	<b>Borough Owned Lands</b>	Lands inventory, mitigation bank, pre-decisional materials for leases, building, schools, timber sales, resource sales, and mitigation determination	Planning Director	Until Admin Need Is Met	n/a	<b>Until Admin Need is Met</b>	ARS 1.12	Resulting Contracts, leases; and agreements are retained as official Borough Documents
2	PLN200	<b>Economic Development</b>	Records related to economic development program	Planning Director	2	8	<b>10</b>	ARS 12.3	
1,2	PLN300	<b>Zoning Violations</b>	Enforcement letters, complaints, photos, letters	Planning Director	Act+6	n/a	<b>Act+6</b>	ARS 12.2	
1,2	PLN310	<b>Conditional and Temporary Use Permits</b>	Recorded conditional use permits and/or notices of decision, temporary use permits	Planning Director	Life of Permit	n/a	<b>Life of Permit</b>	ARS 12.5	
1,2	PLN330	<b>Variance Files</b>	Notice of decision	Planning Director	Life of Building	n/a	<b>Life of Building</b>	ARS 11.29	
1,2	PLN400	<b>Coastal Management</b>	State, federal and local reviews for conformance with coastal management reviews and plans	Planning Director	Act	6	<b>Act+6</b>	ARS 12.7	
1,2	PLN600	<b>Floodplain Management</b>	FEMA FIRM maps and studies, elevation certificates, specific problem parcels, correspondence, recertification docs for community rating system and national floodplain insurance program	Planning Director	Until Superseded, obsolete, or Administrative Need met	n/a	<b>Until Superseded, obsolete, or Administrative Need met</b>	ARS 12.8	
2,5	PLN700	<b>Planning Commission-Permanent</b>	Official minutes, resolutions	Planning Director	Until scanned	P	<b>P</b>	ARS 2.1.1;12.1.1; 12.1.2	
2	PLN710	<b>Planning Commission-Notices</b>	Affidavits of publication for required public notices	Planning Director	1	9	<b>10</b>	ARS 2.2	
1,2	PLN720	<b>Planning Commission-Meeting Prep</b>	Agendas, action agendas, audio recordings	Planning Director	1	4	<b>5</b>	ARS 2.1.2	
1,2	PLN750	<b>Planning Commission-General</b>	General correspondence and routine business of planning commission, including meeting packets	Planning Director	1	2	<b>3</b>	ARS 1.1;2.1.2	

**Ketchikan Gateway Borough  
Records Retention Schedule**

Appraisal Value	Record Series	Subjects	Description	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
					Office	Storage	Total		
1/4	PWD100	<b>Facilities-Permanent</b>	Property records for borough buildings and facilities, including:surveys, plans, maps, drawings, diagrams, easements, rights of way, water and wastewater locations, as-builts	Public Works Director	Until administrative need is met	P	<b>P</b>	ARS 13.1;13.7;13.22	As-built copied and sent to vault or microfilmed
2/3	PWD110	<b>Equipment-Maintenance</b>	Records relating to maintenance of equipment, including water system and meters	Public Works Director	Life of the equipment	6	<b>Life of equipment + 6</b>	ARS 13.12;13.26;13.3	
1	PWD120	<b>Vehicles-Maintenance</b>	Records relating to maintenance of vehicles; commercial motor vehicle records	Public Works Director	Act	3	<b>Act+3</b>	Federal Motor Carrier Safety Administration ARS 13.11	
1	PWD150	<b>Facilities-Maintenance</b>	Records relating to operation of facilities, including: permits, reports, utilities, water system, water service	Public Works Director	3	Life of Facility	<b>Life of facility</b>	ARS 13.13	
1	PWD200	<b>Work Orders</b>	Short term maintenance records including work orders and equipment rentals	Public Works Director	1	2	<b>3</b>	ARS 3.1;13.11	
2	PWD300	<b>Water-Permanent</b>	Permits for drinking water and sewer; connections records ; water management plans	Public Works Director	Life of facility or equipment	P	<b>P</b>	ARS 13.4;13.29	
1/2	PWD310	<b>Water Testing</b>	Records pertaining to water and wastewater testing, including: chain of custody, fecal coliform, hydrolab calibration, lab bench sheets, and toxicity reports	Public Works Director	3	9	<b>12</b>	ARS 13.28 18 AAC 70, 72, 80 40 CFR 141.155	
1/2	PWD400	<b>Hazardous Materials</b>	Records related to the training and handling of hazardous materials, may include: material safety data sheets, inventory forms, inspection reports	Public Works Director	Act	7	<b>Act + 7</b>	NIOSH, DOSH ARS 11.42 20 CFR 1910.120020 CFR 1410.45029 CFR 1910.102029 CFR 1904.2-640 CFR 30.53	
1,2	PWD450	<b>Hazardous Material –Permanent</b>	Hazardous material incident reports	Public Works Director	Act+1	P	<b>P</b>	ARS 11.43	
1	PWD500	<b>Junk Vehicle Program</b>	Records related to junk and abandoned vehicle program, including: applications, vouchers, shipping manifests	Public Works Director	Act+1	1	<b>Act+2</b>	ARS 11.19	
2	PWD600	<b>Transit-Program</b>	Records pertaining to operation and expansion plan	Public Works Director	Act	6	<b>Act+6</b>	ARS 5.2	
1	PWD610	<b>Transit-Reports</b>	Annual reports from ridership, transit, para-transit, bus route records	Public Works Director	3	Life of Program	<b>Life of Program</b>	Federal Motor Carrier Safety Administration	