



Ketchikan Gateway Borough Records Retention Schedule

Resolution No. 2918 Exhibit A Adopted 12.20.2021

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 calendar year)
CFY	Current fiscal year	For retention purposes, records are held through the end of the fiscal year
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

Media Formats:

P	Paper/Physical
E	Electronic (e.g Laserfiche, Financial Edge)
MF	Microfilm

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Records Retention Schedule

General Administration

Appraisal Value	Record Series	Subjects	Description	Format	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
						Office	Storage	Total		
1,3,5	ADM100	Plans & Studies	Related to the operation of the Borough; includes, but not limited to the Strategic Plan, Comprehensive Plan, Capital Plan, Emergency Operations Plan	P, E	Borough Manager	Act+3	n/a	Act+3	ARS 1.4; 1.5 ;11.44	Until superseded
1,5	ADM110	General Administration	Includes general correspondence, reading files, reports and copies of documents used for administrative purposes, unsuccessful bids and proposals	P, E	Department Heads	Act+3	n/a	Act+3	ARS1.1	
1	ADM120	Non Record	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	P, E	Department Heads	none	none	none	AS 40.21.150 (6)	May destroy immediately; Email non-records will be presumed destroyed 30 days after creation or receipt
1	ADM130	Website/Social Media ¹	General correspondence relating to department operational records	E	Department Heads	Act+30 Days	n/a	Act+30 Days	ARS1.1	Considered duplication of departmental records
1,2,5	ADM200	Policies & Procedures	Borough and departmental policies and procedures	P, E	Borough Manager	Act	10	Act+10	ARS 1.3	
1	ADM250	Capital Project Requests	Capital project request files	P, E	Borough Manager	Act	6	Act+6	ARS12.9	
1	ADM310	Asset Management	Maintenance records manuals, warranties	P, E	Department Heads	Life of Equipment	n/a	Life of Equipment	ARS 9.1	
1,2	ADM400	Administrative IT	Records relating to computer system, including: program/system documentation, wiring, software licenses, disaster recovery, inventory, web page data	P, E	IT Manager	Until Administrative Need Met	n/a	Until Administrative Need Met	ARS 9.1	
	REF100	Reference	Reference materials used for administrative purposes	P, E	Department Heads	Until Superseded	n/a	Until Superseded		
5	HIS100	Historical Files	Departmental written histories, newspaper articles, photographs, speeches; Parks & Recreation program history	P, E	Department Heads	C+1	P	P	ARS 1.6	
2	SEC100	Security Recordings – Routine	Video surveillance for Borough facilities and vehicles	E	Department Heads	14-60 days depending on hardware	n/a	14-60 days depending on hardware	GARRS 89	Erase and reuse
2	SEC100	Security Recordings – Incidents	Video recordings of incidents at Borough facilities and vehicles	E	Department Heads	1	5	Act + 6	GARRS 89	

¹Online content preserved for its business or informational value is retained according to the pertinent record series.

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Records Retention Schedule

Accounting/Finance

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

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Records Retention Schedule

Airport

Appraisal Value	Record Series	Subjects	Description	Format	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
						Office	Storage	Total		
1/4/5	AIR100	Airport-Master Plan	Airport Master Plan		Borough Clerk			P		
1/2	AIR210	Airport-Inspections	FAA/TSA/OSHA inspection records	P, E	Airport Manager	C+1	1	3 years after compliance or resolved	14 CFR 139.301	
1/2/4	AIR200	Airport-Operations	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	P, E	Airport Manager	C	3	C+3	ACM requirements per 14CFR 139(C)	
1/2	AIR230	Airport-General Compliance	Records related to general operation and security of airport, including FAA required self-inspections, training, reports and notices and TSA badge and key records	P, E	Airport Manager	C+1	2	C+3	14 CFR 139; 49 CFR 1542	
1/2	AIR300	Airport-Underground Storage Tanks	Records relating to regulated and non-regulated underground storage tanks	P, E	Airport Manager	C+3	5*	indefinite	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	Airport-Accident	Records related to aircraft accidents	P, E	Airport Manager	C+5	5*	indefinite	49 CFR 801.32	
1/2	AIR500	Airport-Ferries	Records related to marine vessel safety and operational requirements, including: certificates, licenses, inspections, haul- out records, incident records	P, E	Airport Manager	C+3	10*	life of vessel	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	Airport-Ferries, general	General vessel operational records, including: ship logs, engine room logs, boat tallies	P, E	Airport Manager	C+3	2	C+5	3 yrs. per AMHS, item 13	5 years per USCG inspector
1/2	AIR600	Airport-Safety	Records related to safety meetings and training	P, E	AirportManager	C+1	8	10	GARRS -92 29 CFR 1910.1200	
1/5	AIR700	Airport-Statistics	Records containing data regarding plane and ferry landings, enplanements & deplanements	P, E	Airport Manager	C+5	10*	indefinite	18 CFR 368.3	
1/2	AIR800	Airport Security-Police activity logs	Activity logs, pass-on logs	P, E	Airport Manager	C+1	10*	indefinite	49 CFR 1542.221(1)(2) states 180 days	*Storage of 10 years to be used as reminder to review status
1/2	AIR810	Airport Security-Citations/Warnings	Records related to non-arrest incidents	P, E	AirportManager	C+1	2	C+3	AS 09.10.070	
1/2	AIR830	Airport Security-Training	In-house qualifying records, Alaska police standards council(APSC) training certificates	P, E	Airport Manager	C+ 6 mos.	n/a	indefinite	49 CFR 1542.217(d)	transfer to HR 6 months after termination
1	AIR850	Airport Security-Lost & Found	Records regarding items lost and found at airport	P, E	Airport Manager	C+1	n/a	2	GARRS -97	

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

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Records Retention Schedule

Animal Protection

Appraisal Value	Record Series	Subjects	Description	Format	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
						Office	Storage	Total		
1,4	APS100	Active Animal Records	Records for dog licenses, private board, live traps, vehicle logs, lost & found, adoptions, impound records, surrender forms	P, E	Animal Protection Director	1	2	3	ARS 11.24	
1	APS200	Inactive Animal Records	Records for deceased and euthanized animals	P, E	Animal Protection Director	death+1	2	death+3	ARS 11.24	
2	APS300	Animal Establishment Records	Animal establishment permits and inspection forms.	P, E	Animal Protection Director	Act	10	Act+10	ARS 14.2	
1	APS400	Animal Offense Records	Records for bites, calls for service, quarantines, and owner offense files	P, E	Animal Protection Director	Lifespan	2	Indefinite	ARS 11.24	life span of owner and/or animal
2	APS500	Animal Waiver/Liability Records	Volunteer applications and liability/waiver forms	P, E	Animal Protection Director	2	4	6		
	APS600	Animal Protection-General	Animal protection records not previously covered	P, E	Animal Protection Director	Act	6	Act+6		See LAW600 for code violations

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Records Retention Schedule

Animal Protection

Appraisal Value	Record Series	Subjects	Description	Format	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
						Office	Storage	Total		
2,4,5	AST100	Assessment-Permanent	Real property and business/personal assessment rolls, supplemental rolls , roll certifications; senior citizen & disabled veteran exemption applications year 2010 on	P, E, MF	Assessment Director	Act	p	p	ARS 15.1 AS 29.45.160	Digital copies maintained in office, borough records microfilmed
2	AST200	Assessment-Notices	Business/personal and real property notices mailing data	P, E	Assessment Director	6		6	ARS 15.2	Business/Personal notices are confidential
2	AST300	Assessment-Appeals	Valuation appeal forms, records, & accompanying information	P, E	Assessment Director	6		6	ARS 15.4	Clerk's office retains Board of Equalization records
2,4	AST400	Assessment-Real property	Paper records pertaining to assessment of real property, including exemptions, real property photos	P	Assessment Director	Act + 6		Act + 6	ARS 15.9	
2,4,	AST410	Assessment-Land History	Property deeds and transfer documents	P, E	Assessment Director	Until Obsolete, superseded, or administrative need is met	n/a	Until Obsolete, superseded, or administrative need is met	ARS 15.6	Original – State Recorders Office
2,4	AST450	Assessment-Business/Personal Property	Paper records pertaining to assessment of business/personal property	P, E	Assessment Director	Act + 6		Act+6	ARS 15.7	Confidential
1	AST500	Assessment-Market Data	Records pertaining to sales information	P, E	Assessment Director	6		6	ARS 15.10	Confidential; Appraisal Cycle is 4 years
1,2,5	AST600	Assessment-Reports & Studies	Annual assessor's report, information studies/reports, & ratio studies created to prepare reports	P, E, MF	Assessment Director	6	6	6		State Assessor owns original annual report
	AST700	Assessment-General	Assessment records not previously covered	P, E	Assessment Director	Act	6	Act + 6		

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Records Retention Schedule

Clerk

Appraisal Value	Record Series	Subjects	Description	Format	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
						Office	Storage	Total		
1,2,5	CLK100	Required Public Notices	Assembly meeting notices; affidavits of publication for assembly meetings, elected and appointed official vacancies, regular and special elections	P, E	Borough Clerk	C+1	8	10	ARS 2.2	
1,2,5	CLK110	Assembly Meeting Documentation	Agendas, action agendas, audio and video recordings of meetings, including executive session recordings	P, E	Borough Clerk	C+1	3	5	ARS 2.1.2	
2,4,5	CLK130	Assembly Permanent Records	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	P, E, MF	Borough Clerk	Until scanned	P	P	ARS 2.1; 2.6 AS 29.20.380 AS 29.20.600	
1	CLK140	Assembly Non-Permanent Records	General correspondence regarding mayor and assembly business and dealings with public and legislative bodies; mayoral proclamations; meeting packet items and committee minutes	P, E	Borough Clerk	C+1	4	6	ARS 2.5	Original packet items filed in corresponding action file; ie contract, ordinance or resolution, etc.
2	CLK200	Board of Ethics	May include: complaints, decisions, correspondence of Board of Ethics	P, E	Borough Clerk	Act	6	Act+6		Active = term of office of official
2,5	CLK300	Elections-Permanent	Election returns, canvass board file, DOJ preclearance records	P, E	Borough Clerk	5	P	P	ARS 8.3;8.6	
2	CLK310	Elections-Voted Ballots	Voted ballots (Completed, Challenged, Rejected, Absentee & Special Needs)	P	Borough Clerk	C+1 Month	n/a	C+1 Month	KGBC 5.05.130 ARS 8.1	C = Until election is certified. If election is contested, retain longer per AS 15.15.470.
2	CLK320	Elections - Operational	Unvoted ballots, ballot stubs, absentee and question envelopes, precinct registers, election certificates, absentee official records	P, E	Borough Clerk	C	1	C+1 Year	KGBC 5.05.130	C = Until election is certified.
2,5	CLK330	Elections-General	Initiative, referendum, and recall files, declarations of candidacy, alaska public official commission financial disclosure statements	P	Borough Clerk	Act	6	Act+6	AS 29.26;29.20.010; 15.25.030	
2,5	CLK400	Annexation/Consolidation	Petition and supporting files	p	Borough Clerk	Act	P	P	ARS 2.9	5 year if fail perm if pass
2,5	CLK500	Records Management-Permanent	Certificates of records destruction; records retention schedule	P, E	Borough Clerk	P		P	ARS 1.1;1.16	May be scanned and sent to storage
1,2,5	CLK510	Records Management-General	Records transfer and retrieval forms; records storage inventory; records management program	P, E	Borough Clerk	Act	6	Act+6		
1,2	CLK600	Public Records Requests	Public records request forms and related material produced with response	P, E	Borough Clerk	1	n/a	1	ARS 1.14	

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Records Retention Schedule

North & South Tongass Fire Departments

Appraisal Value	Record Series	Subjects	Description	Format	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
						Office	Storage	Total		
2	FDS100	Violation/Complaint	Violations and complaints relating to fire safety code; including follow-up data	P, E	Fire Chief	Act	3	3 years after resolution	ARS 11.30	
1,2	FDS200	Fire and EMS Response	Incoming call records; complainant information; dispatcher information; response vehicle information; incident	P, E	Fire Chief	1	9	10	ARS 11.26; 11.31;11.32	
1,2	FDS210	Fire and EMS Response-Alarm	Detailed report from individual alarm boxes	P, E	Fire Chief	Until superseded, obsolete, or Administrative Need met	n/a	Until superseded, obsolete, or Administrative Need met	ARS 11.33	
1,2	FDS300	Fire and EMS Training	Course information, training dates, exam results	P, E	Fire Chief	Act	6	Act+6	ARS 11.35	
1	FDS500	Fire Prevention Program	Fire prevention education materials including brochures, pamphlets, films, etc	P, E	Fire Chief	Until superseded, obsolete, or Administrative Need met	n/a	Until superseded, obsolete, or Administrative Need met	ARS 11.36	
1,2	FDS700	Equipment Inspection Reports	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	P, E	Fire Chief	3 years or until replaced	n/a	3 years or until replaced	ARS 11.38	
	FDS800	Fire-General	Fire records not previously covered	P, E	Fire Chief	Act	6	Act+6		

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Records Retention Schedule

Law

Appraisal Value	Record Series	Subjects	Description	Format	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
						Office	Storage	Total		
2,4	LAW100	Law-Opinions	Legal opinions of the Borough Attorney	P, E	Borough Attorney	P		P	ARS 10.1	May be scanned and sent to storage center
1,2	LAW200	Law-Litigation	Records related to action in civil and criminal cases and investigations, including: briefs, pleadings, evidence, reports, court proceedings correspondence	P, E	Borough Attorney	Act	6	Act+6	ARS 10.3; 10.4	
1,2,4	LAW300	Law -Litigation-Final	Final claims or litigation documents, including judgments, settlements, court orders, terms and conditions	P, E	Borough Attorney	Act	Indefinite	Indefinite	ARS 10.3	
1,2,4	LAW350	Law-Arbitration	Union contract interpretation and arbitration	P, E	Borough Attorney	P	n/a	P	ARS 6.13	
1,2	LAW400	Law-Contracts	Records related to obligations under contracts, leases and other agreements between the Borough and outside Parties; successful bids and proposals	P, E	Borough Clerk	Act	6	Act+6	ARS 1.8; 5.1;5.2 AS 09.10.053 48 CFR 4.703	See HUM450 for Collective Bargaining Agreements
2,5	LAW500	Law-Property-Permanent	Deeds, patents, sales, easements, rights-of-way	P, E	Borough Clerk	Active or until scanned	P	P	ARS 10.6; 16.1;13.7	
2	LAW600	Law-Legal Compliance	Code enforcement violation reports, notices to comply	P, E	Code Enforcement Officer	Act	3	Act+3	ARS 10.7	Citations and payment records retained in Finance Department
	LAW700	Law-General	Law records not previously covered	P, E	Borough Attorney	Act	6	Act+6		

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Records Retention Schedule

Human Resources

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

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Records Retention Schedule

Parks & Rec

Appraisal Value	Record Series	Subjects	Description	Format	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
						Office	Storage	Total		
1,2	PKR100	Parks and Recreation-General	Records including, but not limited to; registration and scholarship forms; first aid records; customer input; customer expulsion and incident reports	P, E	Parks and Recreation Supervisor	C+1	3	5	ARS17.1 CPO Manual DE 18 AAC 30.550	
1,2	PKR200	Parks and Recreation-Child Care	Records related to drop-in care at Rec Center and summer daycare program	P, E	Parks and Recreation Supervisor	Act	6	Act+6	AS 47.35 ARS 11.17	
1,2	PKR300	Parks and Recreation-Pool Records	Daily chemical logs	P, E	Parks and Recreation Supervisor	2	8	10	ARS 13.28.2	

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Planning

Appraisal Value	Record Series	Subjects	Description	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
					Office	Storage	Total		
1,2	PLN100	Platting and Zoning-Permanent	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	P	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	Platting and Zoning Temporary	Working files: pre-decisional materials for administrative decisions such as minor variances, abbreviated plats and plat alterations	Planning Director	Act+3	n/a	Act+3	ARS 1.1;1.12;2.1.2	
1,2	PLN150	Borough Owned Lands	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	Until Admin Need is Met	ARS 1.12	Resulting Contracts, leases; and agreements are retained as official Borough Documents
2	PLN200	Economic Development	Records related to economic development program	Planning Director	2	8	10	ARS 12.3	
1,2	PLN300	Zoning Violations	Enforcement letters, complaints, photos, letters	Planning Director	Act+6	n/a	Act+6	ARS 12.2	Refer to LAW600
1,2	PLN310	Conditional and Temporary Use Permits	Recorded conditional use permits and/or notices of decision, temporary use permits	Planning Director	Life of Permit	n/a	Life of Permit	ARS 12.5	
1,2	PLN330	Variance Files	Notice of decision	Planning Director	Life of Building	n/a	Life of Building	ARS 11.29	
1,2	PLN400	Coastal Management	State, federal and local reviews for conformance with coastal management reviews and plans	Planning Director	Act	6	Act+6	ARS 12.7	
1,2	PLN600	Floodplain Management	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	Until Superseded, obsolete, or Administrative Need met	ARS 12.8	
2,5	PLN700	Planning Commission-Permanent	Official minutes, resolutions	Planning Director	Until scanned	P	P	ARS 2.1.1;12.1.1; 12.1.2	
2	PLN710	Planning Commission-Notices	Affidavits of publication for required public notices	Planning Director	1	9	10	ARS 2.2	
1,2	PLN720	Planning Commission-Meeting Prep	Agendas, action agendas, audio recordings	Planning Director	1	4	5	ARS 2.1.2	
1,2	PLN750	Planning Commission-General	General correspondence and routine business of planning commission, including meeting packets	Planning Director	1	2	3	ARS 1.1;2.1.2	

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Public Works

Appraisal Value	Record Series	Subjects	Description	Format	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
						Office	Storage	Total		
1/4	PWD100	Facilities-Permanent	Property records for borough buildings and facilities, including: roads & utility systems, surveys, plans, maps, drawings, diagrams, easements, rights of way, water & wastewater locations, as-builts	P,E	Public Works Director	Until administrative need is met	P	P	ARS 13.1;13.7;13.22	As-built copied and sent to vault or microfilmed
2/3	PWD110	Equipment-Maintenance	Records relating to maintenance of equipment, including water system and meters	P,E	Public Works Director	Life of the equipment	6	Life of equipment+6	ARS 13.12;13.26;13.3	
1	PWD120	Vehicles-Maintenance	Records relating to maintenance of vehicles; commercial motor vehicle records	P,E	Public Works Director	Act	3	Act+3	Federal Motor Carrier Safety Administration ARS 13.11	
1	PWD150	Facilities-Maintenance	Records relating to operation of facilities, including: permits, reports, utilities, water system, water service, fire & building code inspections.	P,E	Public Works Director	3	Life of Facility	Life of facility	ARS 13.13	
1	PWD200	Work Orders	Short term maintenance records including work orders and equipment rentals	P,E	Public Works Director	1	2	3	ARS 3.1;13.11	
2	PWD300	Water-Permanent	Permits for drinking water and sewer; connections records ; water management plans	P,E	Public Works Director	Life of facility or equipment	P	P	ARS 13.4;13.29	
1/2	PWD310	Water Testing	Records pertaining to water and wastewater testing, including: chain of custody, fecal coliform, hydrolab calibration, lab bench sheets, and toxicity reports	P,E	Public Works Director	5	7	12	ARS 13.28 18 AAC 70, 72, 80 40 CFR 141.155	
1/2	PWD400	Hazardous Materials	Records related to the training and handling of hazardous materials, may include: material safety data sheets, inventory forms, inspection reports	P,E	Public Works Director	Act	7	Act + 7	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	Hazardous Material –Permanent	Hazardous material incident reports	P,E	Public Works Director	Act+1	P	P	ARS 11.43	
1	PWD500	Junk Vehicle Program	Records related to junk and abandoned vehicle program, including: applications, vouchers, shipping manifests	P,E	Public Works Director	Act+1	1	Act+2	ARS 11.19	

Resolution No. 2918 Ketchikan Gateway Borough

Records Retention Schedule

Transit

Appraisal Value	Record Series	Subjects	Description	Format	Data Owner	Retention			Legal & Industry Standards	Comments/Notes
						Office	Storage	Total		
2	TRS100	Transit - Program	Records relating to the operation and expansion plan	P, E	Transit Director	Act	6	Act+6	ARS 5.2	
1	TRS200	Transit - Reports	Annual reports from ridership, transit, para-transit, but route records	P, E	Transit Director	3	Life of Program	Life of Program	Federal Motor Carrier Safety Administraion	
1	TRS300	Transit - Vehicle Maintenance	Records documenting all major maintenance and all regulated mainteance (required by regulatory agencies and/or local, state & federal statute) of vehicles, commercial motor vehicle records	P,E	Transit Director	Act	3	Act+3	USDOT FTA Circular 5010.1D	The three year retention period for the equipment records starts from the date of the equipment's disposition or replacement or transfer at FTA's discretion. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 3-year period, the records must be retained for 3 years after completion of the action and resolution of all issues which arise from it.