

RESOLUTION NO. 5228

**A RESOLUTION ADOPTING CITY OF FAIRBANKS RECORDS
RETENTION SCHEDULE VERSION 2.0**

WHEREAS, on March 21, 2016, the City Council approved Resolution No. 4724, adopting a City of Fairbanks Records Retention Schedule; and

WHEREAS, a records retention schedule enhances the efficiency and accountability of City government by ensuring the orderly management of public records, safeguarding the history of the City of Fairbanks, optimizing storage space within City facilities, and supporting compliance with federal, state, and local records management laws; and

WHEREAS, the Records Manager, with cooperation and input from all City departments, has updated the records retention schedule as outlined in Attachment A; and

WHEREAS, the City Attorney has reviewed and pre-approved the revised records retention schedule attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Fairbanks City Council that the City of Fairbanks Records Retention Schedule, Version 2.0 is hereby adopted and will be made available to staff on the City's SharePoint site. The schedule may be amended by resolution of the City Council.

BE IT FURTHER RESOLVED that this resolution is effective six days after adoption.

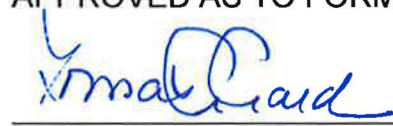

Mindy O'Neill, City Mayor

AYES: APPROVED on the CONSENT AGENDA
NAYS: None
ABSENT: Tidwell
APPROVED: August 24, 2026

ATTEST:


D. Danyielle Snider, MMC, City Clerk

APPROVED AS TO FORM:


Thomas A. Chard II, City Attorney



City of Fairbanks Records Retention Schedule

Version 2.0

Adopted by Fairbanks City Council
Resolution No. 5228 on August 24, 2026

City of Fairbanks
Office of the City Clerk
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Fairbanks, Alaska 99701
(907) 459-6702

D. Danyielle Snider, MMC
City Clerk

Alayna Wesselius
Records Manager

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PREFACE

The purpose of the City of Fairbanks Records Retention Schedule is to increase the efficiency and accountability of city government through the orderly administration of public records, safeguard the City's history, and ensure compliance with federal, state and local laws regarding records retention.

Value of Records that Impact Retention

Administrative/Operational: These records are needed for current operations of the City.

Financial: These records document fiscal transactions needed for tax and audit purposes.

Legal: These records document the rights of citizens or employees or pertain to contractual obligations.

Historical: These records have historical value if they document historical activities, policies, or procedures.

MANAGEMENT AND PRESERVATION OF PUBLIC RECORDS

AS 40.21.070 requires local governments to “promote the principles of efficient records management for local public records kept in accordance with state law” and that governing bodies will “...as far as practical, follow the program established for the management of state records.”

AS 29.20.380(4) states that the municipal clerk will “manage municipal records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary.”

DEFINITIONS

Record

AS 40.21.150(6) defines a record as any media, regardless of physical form or characteristic, that is “developed or received under law or in connection with the transaction of official business and preserved or appropriate for preservation by an agency or a political subdivision, as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the state or political subdivision or because of the informational value in them.”

Electronic Record

AS 40.21.150(4) defines electronic record to mean “any information that is recorded in machine readable form” such as emails and attachments, electronic documents, spreadsheets, databases, etc. Email (electronic mail) is essentially a mode of transmission for messages or information and effectively is the same as a memo or a letter in hard copy form. [See also 4 AAC 59.005]

Public Record

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

RETENTION SCHEDULE FORMAT

Record Series Title	Records Description	Retention/Notes
Records series title A group of similar records filed together by content.	Business Essential Records contain information that is essential to the continuing operation or survival of the organization. These records should be managed in a way to ensure their survival in the event of a manmade or natural disaster. Official Copy A copy of a record that must be retained to fulfill all its legal responsibilities and must be retained for the total retention period cited in the organization's adopted records retention schedule. An electronic copy may constitute the official copy of non-historical records. AS 09.80.010(c) Duplicates All copies of a record not considered to be the Official Record Copy.	Retention The length of time that a record needs to be kept. Disposition The process by which a record is either destroyed or transferred to an offsite location as prescribed by a records retention schedule.

FILE NAMING GUIDE

The name of any record is its principal identifier. Files, folders, subject lines, etc. (paper or digital) should correspond to and/or incorporate the records series title or records description used in the City of Fairbanks Records Retention Schedule with enough information to be understood in any situation.

Consistent naming aids users in locating and accessing information in a timely manner and improves storage costs by eliminating multiple copies, files, or file paths. It also helps meet any legal requirements.

Legally, records must be created, maintained, preserved, stored, transferred, destroyed or disposed of and otherwise managed according to this schedule (AS 40.21.110). This means records must be trustworthy, complete, legally admissible in court, easily accessible, and durable for as long as is required.

DEVELOPING FILE NAMES

The information contained in a record or file name needs to contain a clear understanding of its contents and be organized in the most logical order based on retrieval methods. For example, if the records are retrieved according to their date, the date should appear first.

The following should be considered when developing a consistent naming convention:

- Use only alpha-numeric characters. Avoid using special characters.
 - Special characters are often reserved for use by the operating system.
- Use capital letters to separate words, when possible.
- Do not use spaces. If spacing is necessary or preferred, use underscores (_) or dashes (-) to represent spaces.
 - Spaces are often reserved for operating system functions and might be misread.
- Do not use “stop words”, such as if, but, so, for, etc.
- Use leading zeros with the numbers 0-9 to facilitate proper sorting and numeric order, i.e. ProceduresV01, ProceduresV11.
- Dates should follow the ISO (International Organization for Standardization) 8601 standard of YYYY_MM_DD or YYYYMMDD. Variations include YYYY, YYYY-MM, YYYY-YYYY. This maintains chronological order.
 - If dates of creation, closure, or termination are used as cut off dates in your retention schedule, then disposing of the records will be easier.
- Keep file names as short as possible and always include the file extension preceded with a period (Ex: .jpg or .doc).

File names should be simple and easy to understand, and may include some of the following conventions:

Version number (e.g., version 1 [V1, Vers1, V01])

Date of creation (e.g., April 14, 2010 [20100414, 2010_04_14])

Name of creator (e.g., Edward N. Johnson [JohnsonEN, ENJ, ejohnson])

Description of content (e.g., media kit [medkit, mk])

Name of intended audience (e.g., general public [pub])

Name of group associated with the record (e.g., Committee ABC [CommABC])

Release date (e.g., released on March 24, 2008 at 10:30 a.m. eastern time [20080324_1030ET])

Publication date (e.g., published on December 31, 2009 [pub20091231])

Project number (e.g., project number 625 [PN625])

Department number (e.g., Department 126 [Dept126])

Records Retention Schedule Item No. (e.g., ADM-1)

Official Record Copy (e.g., ORC)

Official Record Copy – Permanent Record (e.g., ORCPerm)

REVISION HISTORY

Version	Date of Approval	Resolution Number	Scope of Revision
0	April 22, 2002	3999	State of Alaska Local Government General Records Retention Schedule.
1.0	March 21, 2016	4724	First iteration specific to the City.
2.0			Major revision of entire schedule.

GENERAL ADMINISTRATIVE			
Item No.	Record Series Title	Records Description	Retention/Notes
ADM-1	General Correspondence	Consists of original incoming and copies of outgoing letters and memoranda related to the general administration and operation of the City, often arranged topically according to a file classification system. Includes the following types of correspondence: • Intra/inter- departmental • Inter-agency • Legislative • Professional association • Public • Steering committee May consist of but not limited to: • Conference/training notes • Delegations of authority • Emails • Inventories • Logs • Service pin award data • Studies Copies of outgoing letters, memoranda, and messages.	3 years General Correspondence of Mayor, Chief of Staff, Clerk, Department Heads, and Boards and Commissions may have archival value and may need to be retained permanently. <i>Record maintained by originating department</i>
ADM-2	Technical Reference Files	Technical studies, newsletters, and publications used in the administration of agency business.	Until superseded/obsolete or administrative need is met <i>Record maintained by originating department</i>

GENERAL ADMINISTRATIVE			
Item No.	Record Series Title	Records Description	Retention/Notes
ADM-3.1	Policies and Procedures - Major	These records document City functions and have archival research value that addresses mission-essential functions for which the city is statutorily responsible. • Agreements • Decisions • Directives • Guidance • Manuals • Orders • Procedures • Rules • Substantive and binding agency issued policies • Understandings	Retain permanently <i>Record maintained by Clerk</i>
ADM-3.2	Policies and Procedures - Routine	Addresses internal functions and operating procedures.	Until superseded/obsolete + 3 years <i>Record maintained by Clerk</i>
ADM-4	Administrative Studies and Special Projects	Final reports and backup data regarding major administrative studies and special management projects.	Retain permanently Review backup data for archival value <i>Record maintained by originating department</i>
ADM-5	Reports	Monthly, Statistical, Performance (non-personnel), Damage and Vandalism, Safety, Monitoring, etc.	3 years

GENERAL ADMINISTRATIVE			
Item No.	Record Series Title	Records Description	Retention/Notes
ADM-6	Department History Files	This series documents the Department's key functions, organizational structure, major activities, and significant accomplishments that hold long-term historical value. Promotional media: • Audios/videos • CDs/DVDs • News clippings • Photographs • Press releases • Other electronic media May also include: • Brochures • Department Head speeches • Information officer project materials • Monographs • Pamphlets • Written histories	Retain permanently These records may possess long-term research value. <i>Record maintained by originating department</i>
ADM-7	Drafts and Working Papers	Drafts may include copies of materials circulated for review for grammar, spelling, and content. Working papers may include notes and miscellaneous documents used in compiling and assembling the final product. Correspondence, reports, memoranda, and other materials in preliminary or developmental before final product.	Until superseded/obsolete or administrative need is met <i>Record maintained by originating department</i>

GENERAL ADMINISTRATIVE			
Item No.	Record Series Title	Records Description	Retention/Notes
ADM-8	Transitory and Miscellaneous	• Appointment books/calendars • Assignments • Bulletins • Correspondence tracking logs • Day sheets • File plans • Forms • Fuel inventory sheets • Mailroom logs/registers • Message books • Printing/stock requests • Property inventories • Purchasing logs • Suspense files • Telephone logs • Other indices	Until superseded/obsolete or administrative need is met <i>Record maintained by originating department</i>
ADM-9	Equipment Records	• Delivery orders • Destruction or sale • Documentation of equipment disposal • General maintenance • Instructions/operating manuals • Inventories • Repair/maintenance history • Usage reports • Warranty information • Correspondence	Life of equipment + 2 years <i>Record maintained by originating department</i>

GENERAL ADMINISTRATIVE			
Item No.	Record Series Title	Records Description	Retention/Notes
ADM-10	Automotive Management	Vehicles owned and serviced by the City. • Title • Registration • Certificate of insurance • Maintenance records (parts, service, repair estimates, work orders) • Damage/accident reports • Liability accident notices • Inspection reports • Lost/stolen/damaged property reviews • Correspondence	Life of vehicle + 3 years If vehicle is involved in fatal accident or litigation, keep file 25 years or until legal counsel recommends disposition. <i>Record maintained by originating department</i>
ADM-11	Official Bonds	Surety bonds to ensure faithful performance, fidelity, and integrity of public officials.	Expiration of bond + 6 years Provided an audit has been conducted.

BUILDING			
Item No.	Record Series Title	Records Description	Retention/Notes
BLD-1	Permit Application Files	• Building • Demolition • Electrical • Mechanical • Plumbing	Retain permanently For non-construction permits, Item No. ENG-6 or LIC-3
BLD-2	Inspection Reports and Files	Documents inspections performed, including any deficiencies noted by the inspector.	Retain permanently
BLD-3	Permits Register	Log of all permits issued by the Building Department.	Retain permanently For non-construction permits, Item No. ENG-6 or LIC-3
BLD-4.1	Master Plumber License -Pass	Includes: • Application • Test • License	Until license expires + 1 year
BLD-4.2	Mater Plumber License -Fail		6 months

BUILDING			
Item No.	Record Series Title	Records Description	Retention/Notes
BLD-5	Abatements	These records document the abatement process and may include: • Blight property file. - Reports from: ▪ Fire Department (damage to structure, hazard) ▪ Public Works Department (litter and waste) ▪ Engineering Department (protrusion/blocking right of way) ▪ Police Department (information regarding chronic nuisance property) • Correspondence from community members • Photographs • Records of property ownership • Inspection records • Correspondence between City staff and property owner (notices and proof of service) • Public/Legal notices • Invoices or statements of cost for clean-up and demolition • Appeal hearing files • Copies of actions taken by City Council • Property lien documentation	Completion of abatement + 10 years <i>For letters of entry, refer to POL-5</i>

CLERK AND GOVERNING BODY			
Item No.	Record Series Title	Records Description	Retention/Notes
CLK-1	Meeting Minutes	Approved minutes from regular and special meetings of the City Council and any official board/commission of the City Council.	Retain Permanently
CLK-2	Agendas and Meeting Files	Agendas and other backup materials from regular and special meetings of the City Council, any City Council work session and any board/commission of the City Council. May include: • Audio/visual materials • Actions notices • Background research papers • Correspondence • Financial studies • Handouts • Recommendations • Roll call sheets • Staff Reports	1 year
CLK-3	Audio Recordings	Audio recordings of City Council meetings, work sessions, archived executive sessions, and any board/commission meeting.	10 years
CLK-4	Working Agenda Packets (City Council)	Clerk's working agenda folder. Complete agenda packets of any regular or special City Council meeting or any City Council work session.	10 years
CLK-5	Board/Commission Appointments	Includes board/commission rosters and term(s) served by members.	Retain Permanently

CLERK AND GOVERNING BODY			
Item No.	Record Series Title	Records Description	Retention/Notes
CLK-6	Board/Commission Agenda Packets	Complete agenda packet of any official board/commission of the City Council.	Until minutes have been approved
CLK-7	Affidavits of Publication	Includes notices of: • Appeal hearings • Elections • Offices to be filled • Public hearings • Public meetings	Retain Permanently
CLK-8	Appeal Hearings	Records of City Council or board/commission appeal hearings, including: • Appeal packet • Certification memos • Findings of fact • Conclusions of law	Retain Permanently
CLK-9	Proclamations	Issued/prepared by City Mayor or City Council.	Retain Permanently
CLK-10.1	Annexation Files - Passed	• Petitions • Affidavits of publication • Copies of ordinances • Related public hearing backup records • Correspondence	Retain Permanently
CLK-10.2	Annexation Files - Failed		5 years
CLK-11	Cemetery Master Files	• Diagrams • Maps and indices of burial plots	Retain Permanently

CLERK AND GOVERNING BODY			
Item No.	Record Series Title	Records Description	Retention/Notes
CLK-12.1	Petition Records	Initiatives, referenda, and recall documentation filed by private citizens or groups which includes: • Application • Certification • Correspondence between Clerk and petitioners, Attorney, City Council, administration • Sponsor list • Original and supplemental petition packets (blank) • Canvass Board review materials • Insufficiencies report	Retain Permanently Per AS 29.26
CLK-12.2	Petition Packets	Petition packets circulated by sponsors with voter/sponsor signatures.	Certification of election + 30 days
CLK-13	Codes, Ordinances, and Resolutions	Charter amendments, code supplements, and all ordinances/resolutions with numbers and final disposition.	Retain Permanently
CLK-14.1	Oaths of Office	Oaths of Office for all elected and appointed members of the City Council, including the Mayor and certain appointed staff.	Retain Permanently Per AS 29.20.600
CLK-14.2	Council Member Photographs	May include printed and/or digital copies	10 years
CLK-15	Incorporation Files	Files documenting incorporation.	Retain Permanently Per AS 29.05

CLERK AND GOVERNING BODY			
Item No.	Record Series Title	Records Description	Retention/Notes
CLK-16.1	Public Records Request Log	Includes: • Date of request • Name of requestor • Summary of information requested • Department(s) assigned • Date of request disposition	Disposition of request + 3 years
CLK-16.2	Public Feedback and Complaints	Includes: • Written public feedback, suggestions, or complaints • “Tell It to City Hall” forms	Resolution of issue + 3 years
CLK-17	Records Management Files	Includes: • File Plans • Records Disposition Certificates • Records Retention Schedules • Records Transfer Lists	Retain Permanently

DISPATCH			
Item No.	Record Series Title	Records Description	Retention/Notes
DISP-1	Computer Aided Dispatch (CAD) Data	These records document the dispatch of responders for incidents and events. May include but may not be limited to: • Responding agency • Date and time of event • Dispatcher name • Field contacts • Incident notes, number generated, and type • Responding units	Until superseded/obsolete or administrative need is met
DISP-2	Dispatch Telephone and Radio Recordings	Public, other agencies, or departments.	3 years
DISP-3	Policies and Procedures	These records document internal policies, general orders, and department procedures issued by the Dispatch Manager. May include but may not be limited to: Official bulletins that are used to convey information to the administrative staff and dispatch employees.	Until superseded/obsolete or administrative need is met
DISP-4	Stolen Property Lists	Received and internally created lists of lost, stolen, and found property.	Until superseded/obsolete or administrative need is met
DISP-5	Logs and Incident Reports	• NCIC- National Crime Information Center inquiry • APSIN- Alaska Public Safety Information Network • NLETS- National Law Enforcement Telecommunications System	3 years

DISPATCH			
Item No.	Record Series Title	Records Description	Retention/Notes
DISP-6	Outstanding Warrants	Lists of outstanding arrest warrants may include: • Name • Date of birth • Driver's license number • Address • Case number • Charging section • Offense code • Warrant date • Warrant description • Status	Until superseded/obsolete or administrative need is met <i>May be housed at the State of Alaska Courthouse.</i>
DISP-7	Training Files	These records document dispatcher training. May include but may not be limited to: • Certificates • Course descriptions • Field Training Officer (FTO) observation reports • Training schedules	Training complete then <i>Human Resources</i> <i>Individual Personnel Files</i>
DISP-8	Accreditation Files	Documentation relating to compliance assessment and maintenance. Such as: • Goals and objectives • Standards • Status and progress reports	Until superseded/obsolete or administrative need is met then <i>Human Resources</i> <i>Individual Personnel Files</i>

ELECTIONS			
Item No.	Record Series Title	Records Description	Retention/Notes
EL-1	Election Materials	Consists of: • Precinct election certificates • Tallies • Voter registers • Ballots (voted, unused, spoiled, etc.) • Package receipts • Requests for recount	Until election is certified + 30 days If election is contested, retain longer per AS 15.15.470
EL-2	Polling Place Agreements	Agreements between local government and outside agencies for use of facilities as polling places.	1 year
EL-3	Declarations of Candidacy and Other Candidate Information	Consists of: • Declarations of candidacy • Financial disclosure statements • Individual certificates of election • Pamphlet submittals • Withdrawals of candidacy	Term end + 6 years If not elected, retain 6 years
EL-4	Campaign Disclosure Information	Information reported to APOC by the City when money is spent on informational campaigns.	6 years
EL-5	Election Administrative Files	Internal administrative election files by election year.	Until election is certified + 10 years
EL-6	Election Records (Regular, Runoff and Special Elections)	Consists of: • Notice of election • Sample ballot • Certificate of election with signatures of canvass board members, City Clerk, Mayor and City Councilmembers	Retain Permanently <i>Keep current year and pervious 15 years in office for administrative use then archive.</i>

ELECTIONS			
Item No.	Record Series Title	Records Description	Retention/Notes
EL-7	Election Officials' Records	Includes absentee voting officials and may consist of: • Correspondence • Interest letters • List of approved election workers • Mileage reimbursement requests • Oaths • Payroll / paystubs • Recruitment materials • Training notes	1 year

ENGINEERING			
Item No.	Record Series Title	Records Description	Retention/Notes
ENG-1	Plans, Maps, and Drawings	Plans, drawings, maps and as-builts including City buildings, streets, utilities, survey/plat, lot plans, and easements. Includes engineering field measurements and notes, sketches, and diagrams including elevations, distance, benchmarks, easements, drainage, and test data.	Retain Permanently Reference copies may be disposed of after administrative need is met.
ENG-2	Construction Project Files	Specifications, contracts, bids, evaluations, performance bonds and correspondence documenting solicitation, selection, award/ administration of contracts and professional service agreements. May consist of: • Contract modifications • Field reports • Job accounting information • Project close-out information	Until project is completed + 20 years
ENG-3	Street/Traffic Light Records	Maintenance and service documents. May include but not limited to intersection/signal diagrams, specifications, schematics, work and repair orders, and reference materials.	Retain Permanently
ENG-4	Commercial Underground Storage Tank Records	• Registration • State certification • Maintenance • Repair history	Life of the tank + 6 years Per AS 46.03.360-450; 18 AAC 75. 18 AAC 78 and 40 CFR 280

ENGINEERING			
Item No.	Record Series Title	Records Description	Retention/Notes
ENG-5	Right of Way and Easement Files	Grant of right of way permits and easement records for legal permission to conduct work on private property. Records may include but may not be limited to laying, constructing, maintaining, operating, repairing, and servicing water and sewerage pipes, mains, drains, signs and utilities. May include repairing roadways, sidewalks, lighting, traffic signals, signs, and utilities. May also include vacations, descriptions of easement areas, diagrams, plans, agreements, memoranda, correspondence and property disposition.	Retain Permanently
ENG-6.1	Engineering Service Requests - Utility Permit	New installation or repair on main line. • Water including fire hydrants • Sewer	Retain Permanently For non-construction permits, Item No. BLD-1, 3 or LIC-3
ENG-6.2	Engineering Service Requests - Other Permit	• Closures • Driveway • Excavation	Until project is completed + 10 years For non-construction permits, Item No. BLD-1, 3 or LIC-3

ENGINEERING			
Item No.	Record Series Title	Records Description	Retention/Notes
ENG-7	Regulatory Compliance Files	Records documenting compliance with state/federal requirements. May include: • Complaints • Copies of authorization applications to perform work • Correspondence • Memoranda • Notices of public hearings • Notices of violations • Plans/maps • Requests for preliminary determinations	Until project is completed + 6 years
ENG-8.1	Subdivisions and Land Development Project Files - Approved	Agreements with developer. May include: • Applications • Boundary surveys • Checklists • Covenants • Diagrams / Drawings • Inspections • Memoranda • Other analyses • Plans • Plats • Signed agreements • Site plan review • Specifications • Subsurface soils investigations	Retain Permanently
ENG-8.2	Subdivisions and Land Development Project Files - Denied		Until administrative need is met

FINANCE, PAYROLL, AUDIT, & GRANTS			
Item No.	Record Series Title	Records Description	Retention/Notes
FPG-1	General Accounting Records	Work papers, spreadsheets, summaries, receipts, and other data documenting department accounting practices. Includes financial data regarding accounts payable/receivable, grant/contract administration, assessment of fines, payment of license fees, etc.	3 years Provided an audit or other annual financial statement has been certified. Grant/contract records must be retained as specified by the grantor.
FPG-2.1	Department Budget Files - Work Papers	Documents the development of department operating and capital budgets prior to presentation to City Council. Includes annual budget with organizational charts and annual estimates of revenue and expenditures.	3 years
FPG-2.2	Department Budget Files - Final Approved Budget		Retain Permanently
FPG-3.1	Asset Inventories - Fixed	Inventories of owned assets indicating value, location, purchasing information, etc. The Government Accounting Standards Board (GASB) requires municipalities to record infrastructure as part of their fixed assets.	Life of asset or until grantor authorizes disposal of grant funded assets
FPG-3.2	Asset Inventories - Non-Fixed		3 years

FINANCE, PAYROLL, AUDIT, & GRANTS			
Item No.	Record Series Title	Records Description	Retention/Notes
FPG-4.1	Annual Comprehensive Financial Audit Report	Includes annual audited financial statements.	Retain Permanently
FPG-4.2	Financial and Accounting Reports	Includes reports prepared by the Chief Financial Officer summarizing financial condition, activities, and balances.	Current fiscal year + 3 years Provided an audit or other annual financial statement has been certified.
FPG-5	Sales Tax Registrations and Reports	Includes registration and monthly sales tax filing from businesses.	3 years
FPG-6.1	Ledgers - General, Revenue, and Expenditure	Includes general ledger records for transactions recorded in the financial accounting system for all funds.	Retain Permanently
FPG-6.2	Ledgers - Subsidiary	Includes subsidiary ledger records for transactions recorded in the financial accounting system for all funds.	Current fiscal year + 3 years Provided an audit or other annual financial statement has been certified.
FPG-7	Purchasing and Vendor Files Non-Grant	Documentation relating to the procurement and payment of City purchases (commodities, services, travel, fees, permits, etc.).	Current fiscal year + 3 years

FINANCE, PAYROLL, AUDIT, & GRANTS			
Item No.	Record Series Title	Records Description	Retention/Notes
FPG-8	Banking Records	Bank reconciliation and records of bank transactions for revenue and expenditures: • ACH- Automated Clearing House transactions • Bank fees • Check registers • Deposits • Outstanding checks • Outstanding deposits • Voided transactions (e.g., stopped payments) • Wire transfers	Current fiscal year + 7 years Provided an audit or other annual financial statement has been certified.
FPG-9	Government Revenue Sharing	Municipalities may be allocated money on a formula basis for public roads, public safety departments, equipment, etc. May consist of applications, correspondence and year-end audits/budgets.	3 years Provided an audit or other annual financial statement has been certified.
FPG-10	Bond Records and Registers	Cancelled/redeemed bonds/coupons documenting proof of issuance and payments to individual bondholders. Includes numeric listing of bond/coupon register.	Until issue called + 20 years Provided an audit or other annual financial statement has been certified.
FPG-11	Bills of Sale	Official documentation of sales transactions between the City and a buyer.	7 years

FINANCE, PAYROLL, AUDIT, & GRANTS			
Item No.	Record Series Title	Records Description	Retention/Notes
FPG-12	Foreclosure Files	Documents foreclosures and includes: • Delinquency reports • Billings • Petitions of judgment • Certified mailings • Final judgments • Certificates of redemption	Until case is closed + 10 years Certain files may have historical value. Per AS 09.10.030 there is a 10-year statute of limitations on action to recover real property.
FPG-13	Assessment Files	Real and business property annual assessment files. Includes property description, assessed value of property, and names/addresses of owners.	Retain Permanently Per AS 29.45.160
FPG-14	Payroll Warrant Register	Lists check number, employee name, net amount, and financial coding.	Termination of employee + 10 years
FPG-15	Payroll Journal Entry	Record of employee and vendors payroll transactions.	3 years Provided an audit or other annual financial statement has been certified.

FINANCE, PAYROLL, AUDIT, & GRANTS			
Item No.	Record Series Title	Records Description	Retention/Notes
FPG-16	Payroll Case Files	These case files document employee salary and may include payroll action forms, Public Employees' Retirement System (PERS) enrollment/change forms and Internal Revenue Service data. May include the following reports: • 457(b) Plan Accounting Records • Federal Insurance Contribution Act • Overtime • Retirement • Savings Bond • Stopped/reissued warrants • Summary/special detailed queries • Unemployment insurance	Termination of employee + 50 years
FPG-17	Payroll Deduction Authorizations	Includes reports and lists.	Termination of employee + 4 years
FPG-18	Leave Accounting	Timesheets (daily, weekly, or monthly records of hours worked) and documentation for accrued/used leave. <i>For questions or clarification, contact the State Division of Retirement and Benefits.</i>	3 or 50 years Only destroy after 3 years if the associated data or leave accounting is recorded elsewhere.
FPG-19	Employer W-2 Copy	Federal withholding tax statement.	Retain Permanently

FINANCE, PAYROLL, AUDIT, & GRANTS			
Item No.	Record Series Title	Records Description	Retention/Notes
FPG-20	Electronic Federal Tax Payment System (EFTPS) Documentation	Documents tax deposits transmitted to the federal government (includes spreadsheets and other backup).	4 years
FPG-21	Internal Revenue Service Reports and Reconciliations	May consist of the following Internal Revenue Service reports 1099-R and related reports and 945 and reconciliations (work papers) regarding tax liability for retirees and their beneficiaries.	Until due date of appropriate tax return period or date tax is paid, whichever is later + 4 years
FPG-22	Grant Administration Files - State or Federal	Documents receipt of State or Federal monies. Consists of: • Applications • Agreements • Special conditions • Copies of grant awards notifications • Fiscal reports • Reports (audit, status, progress and compliance) • Closeout documents • Correspondence	6 years after grant closeout Grant/contract records must be retained as specified by the grantor.
FPG-23	Grant Applications (Not Awarded)	Applications that were not approved or funded.	1 year

FIRE AND RESCUE			
Item No.	Record Series Title	Records Description	Retention/Notes
FIR-1	Fire Investigation Files	Record of fire department investigations of suspicious or incendiary fires. • Reports (fire, rescue, investigators, State Fire Marshal, police, casualty, insurance) • Memoranda • Diagrams • Audio/video evidence • Other documentation	Until investigation is closed + 30 years
FIR-2	Incident Reports Fire and Emergency Medical Services (EMS)	Reports of any incident that involved fire services but did not involve a patient. Reports of any incident that involved emergency medical services (EMS) that involved a patient and an ambulance.	7 years
FIR-3.1	Permits and Licenses Issued	Applications and permits issued by local fire authority. May include: • Model rocket engines • Burn permits • Permits relating to fireworks • Sale of fire detection equipment • Storage/handling of flammable liquids or hazardous substances	Until permit expires + 3 years

FIRE AND RESCUE			
Item No.	Record Series Title	Records Description	Retention/Notes
FIR-3.2	Permits and Licenses EMS -Approved	Applications and licenses issued by local fire authority. Includes but not limited to: • Business plan • Vehicles • Equipment • Training & Certification • Insurance	Until license expires + 7 years
FIR-3.3	Permits and Licenses EMS -Denied, rejected, incomplete, or withdrawn		1 year
FIR-4	Fire Inspection and Compliance Files	This series documents 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 • Certificates of inspection • Violation appeals • Department responses • Surveys • Applications for variances • Building variances issued by City Council.	Until building is no longer in use Retain building plans until Certificate of Occupancy is issued and plans have no administrative value.
FIR-5	Contingency and Emergency Service Plans	Emergency operation plans, Federal Emergency Management Agency (FEMA)	Retain Permanently

FIRE AND RESCUE			
Item No.	Record Series Title	Records Description	Retention/Notes
FIR-6	Violation and Complaint Files	Record of violations and complaints relating to the Fire Safety Code. May consist of but not limited to: • Name and address of complainant • Date and time of complaint • Location of violation/complaint • Complaint summaries • Investigation reports • Disposition • Department follow-ups	Until resolution of complaint + 3 years
FIR-7	Fire and EMS Training Files	Consists of • Course descriptions • Exam results • Training dates • Correspondence	Until termination of employee or inactive volunteer + 6 years then <i>Human Resources</i> <i>Individual Personnel Files</i>
FIR-8	Fire Prevention Education Programs	Multimedia materials used in Fire Prevention Education • Audio/visual recordings • Brochures • CDs • Pamphlets • Posters • Other program resources	Until superseded/obsolete or administrative need is met
FIR-9	Oil Spill Preparedness Files	Includes information related to oil spill drills, incidents, and inspections.	6 years

FIRE AND RESCUE			
Item No.	Record Series Title	Records Description	Retention/Notes
FIR-10	Hazardous Materials Right to Know Files	This series may include USDOL* forms or material safety data sheets, emergency and hazardous chemical inventory forms, company emergency plans, inspection reports, or other mandated documentation relating to hazardous substances. Consists of detailed product/chemical identification listings supplied annually by individual employers that hold, use, or sell products considered hazardous by the USDOL, DOSH**.	If the employer does business in the city + 7 years *USDOL = United States Department of Labor **DOSH = Department of Occupational Safety and Health
FIR-11	Hazardous Materials Incident Files	Records of hazardous material incidents. May include hazardous incident reports, copies of fire/rescue reports, narratives, and memoranda.	Retain Permanently
FIR-12	Equipment Inspection Records	Records of inspections: • Cubic feet of tanks • Hoses • Ladders (ground and aerial) • Mask service information (model, serial number, purchase date, type) • Service records	3 years Retain mask and ladder service information until replaced or no longer in service.

HUMAN RESOURCES MANAGEMENT			
Item No.	Record Series Title	Records Description	Retention/Notes
HR-1	Individual Personnel Files	General Summary of City Personnel Employment History	Termination of employment + 50 years Certain information is confidential, and personnel records may differ depending on Collective Bargaining Agreement at the time.
HR-2	Recruitment, Selection, and Appointment Records		Date of hire + 2 years Certain information is confidential, and personnel records may differ depending on Collective Bargaining Agreement at the time.
HR-3	Job Applications (Unsolicited)		1 year Certain information is confidential.
HR-4	Salary Schedules		Until superseded/obsolete or administrative need is met
HR-5	Job Descriptions and Class Specifications	Description of specific duties for each position. May contain: • Necessary education/certifications • Examples of duties • Salary • Classification of position • Distinguishing characteristics	Until superseded/obsolete or administrative need is met

HUMAN RESOURCES MANAGEMENT			
Item No.	Record Series Title	Records Description	Retention/Notes
HR-6	Employee Medical Records	Routine health related records <i>Excludes records covered by Worker's Compensation Claims, refer to RM-4</i>	Termination of employment + 30 years Per 29-CFR 1910.1001 Certain information is confidential per AAS 40.25.120. Personnel records may differ depending on Collective Bargaining Agreement at the time.
HR-7	Grievance Case Files	Documents grievances filed by employees against the City. Consists of: • Grievance forms • Investigative notes • Reports • Correspondence and related backup	Resolution and execution of any stipulations + 5 years Certain information is confidential.
HR-8.1	Collective Bargaining Negotiation Files	Records relating to negotiations with labor unions. Includes but not limited to: • Requests to bargain • Bargaining session records and notes • Proposals/counter proposals • Letters of agreement, correspondence, memoranda, forms, reports • Tentatively agreed articles • Negotiation agreements	Until collective bargaining agreement is approved + 5 years
HR-8.2	Collective Bargaining Agreements		Retain Permanently

HUMAN RESOURCES MANAGEMENT			
Item No.	Record Series Title	Records Description	Retention/Notes
HR-9	Contract Interpretation and Arbitration Decisions	Includes exhibits, briefs, and arbitrations relating to contract interpretation.	Retain Permanently
HR-10	Equal Employment Opportunity Files	Consists of records regarding discrimination charges, including documentation of the party making the charge and other employees/applicants in the same or similar positions, and departmental actions.	10 years Certain information is confidential per AS 18.80.115
HR-11	Employment Eligibility - U.S. Citizenship and Immigration Services (USCIS)	Records relating to the verification of employment eligibility within the United States. May include but not limited to: • Federal I-9 form • Copies of driver's license, passports, or other photo identification • Copies of certificate of naturalization and supporting documents • H-1B labor condition applications and approvals	Date of hire + 3 years Or Termination of employment + 1 Year <i>Per USCIS handbook for Employers M-274 10.0</i>
HR-12	Unfair Labor Practices Case Files	Consists of: • Complaints • Notices of hearing • Witness lists • Audio/video recordings • Hearing transcripts and exhibits • Copies of final decisions and orders • Correspondence Also includes cases dismissed, withdrawn, or settled.	For the life of the Collective Bargaining Agreement. Review prior to destruction for cases that may have historical significance.

INFORMATION TECHNOLOGY			
Item No.	Record Series Title	Records Description	Retention/Notes
IT-1	Website Content, Management and Operations Records	Website-related records including web content records which represent information presented on a website and website administrative records which provide evidence of the management and operations of the website. Records may include: • Content pages inclusive of the HTML markup • Lists of URL's referenced in the site's hyperlinks • Maintenance of department sites • Notes • Other development materials used in the creation of the website • Procedures • Records addressing usage of copyrighted material • Records generated when a user interacts with a site • Server environment configuration specifications • Site maps depicting directory structure/hierarchy • Software applications used to operate the site • Web snapshots • Webmaster policies • Webpage metrics/statistics • Website design records	3 years Review for permanent retention. Media is rotated according to departmental backup procedures. Backup recordings may be stored offsite for security.

LAND MANAGEMENT			
Item No.	Record Series Title	Records Description	Retention/Notes
LM-1	Land Management Case Files	Documents management of lands including: • Purchases • Leases • Transfers • Uses	Date of transfer or end of contract + 10 years Files subject to potential litigation must be retained until there is no legal value. Some files may have permanent historic value. <i>Record maintained by Purchasing Agent</i>
LM-2	Sale of Property	Files pertaining to the sale of City-owned real property	Retain Permanently <i>Record maintained by City Attorney</i>
LM-3	Land Township/Range/Section Files and Entitlement Files	Includes: • Deeds • Easements • Management/maintenance agreements • Register of City-owned property (including excess) • Controlled property management reports • Historic information of land acquired from State and Borough (selection, patent)	Retain Permanently <i>Record maintained by City Engineer</i>
LM-4	Property Tax Foreclosure Records	Includes only properties acquired by the City through the tax foreclosure process.	Retain Permanently <i>Record maintained by City Attorney</i>

LAND MANAGEMENT			
Item No.	Record Series Title	Records Description	Retention/Notes
LM-5	Site Selection Files	Documents site selection for proposed facilities including: • Administrative facilities • Dispatch • Fire • Police • Public works • Training	Retain Permanently <i>Record maintained by City Engineer</i>

LEGAL			
Item No.	Record Series Title	Records Description	Retention/Notes
LGL-1	City Attorney Opinions	Official opinions regarding legal issues affecting the City of Fairbanks. May include information/action memoranda regarding ordinances and resolutions.	Retain Permanently Per Fairbanks General Code Section 2-542(10). These Records are typically not disclosable under Attorney-Client and Attorney Work privileges.
LGL-2	Regulation Files	Includes matters relating to local legislation in which the city has an interest or has been involved.	10 years Review for historical value.
LGL-3	Notice to Comply and/or Violation Reports	Includes notices drafted and issued by the City Attorney's Office for failure to comply with City Code.	3 years
LGL-4	Vehicle Impound and Forfeiture Files	Records documenting vehicle impounds including but not limited to: • Impound and forfeiture documentation • Impound payments • Release authorization	Until vehicle is released, sold at auction, or otherwise disposed + 6 years <i>Official Record Copies of certain documents may be administered by Impound Lot Manager.</i>

LEGAL			
Item No.	Record Series Title	Records Description	Retention/Notes
LGL-5	Litigation Case Files	This series documents city civil and criminal cases. Includes: • Analyses • Briefs • Correspondence • Court proceedings • Evidence • Exhibits • Final reports • Investigative materials • Other media • Photographs • Pleadings • Requests for legal opinions • Research notes • Transcripts • Work papers	Until case is closed + 6 years These records are typically not disclosable under Attorney-Client and Attorney Work privileges.

LICENSING AND PERMITTING			
Item No.	Record Series Title	Records Description	Retention/Notes
LIC-1	Business License Applications	This series documents licensure of businesses operating in the city limits.	Until license expires + 3 years
LIC-2	Alcohol and Marijuana Licensing	Includes: - Alcohol and Marijuana Control Office (AMCO) notices and license applications - City department recommendations and reports - Communications between Clerk and City Council - Council recommendations to AMCO	10 years
LIC-3.1	Licenses and Permits Non-Business -Approved	Includes: - Special/multi-vendor event permits - Occupational licensing - Noise variance permits	Until license or permit expires + 1 year
LIC-3.2	Licenses and Permits Non-Business -Denied, rejected, incomplete, or withdrawn		6 months For non-construction permits, Item No. BLD-1, 3 and ENG-6

POLICE			
Item No.	Record Series Title	Records Description	Retention/Notes
POL-1.1	POLICE REPORTS Major Crime	These records document: • Criminal Negligence Homicide • Manslaughter • Murder 1 & 2 • Sexual Assault 1 & 2	50 years Per AS 12.36.200
POL-1.2	POLICE REPORTS Unsolved/Open Homicide and Missing Persons	These records document: unsolved homicide and Missing Persons cases	Retain until solved, then fall under POL-1.1 and POL-1.3
POL-1.3	POLICE REPORTS Criminal	These records document: • Felonies • Misdemeanors • Criminal matters	20 years
POL-1.4	POLICE REPORTS Non-Criminal	These records document: non-criminal reports taken for documentation purposes May include but not limited to: • Lost Property • Found Property • Administrative Assignments	3 years

POLICE			
Item No.	Record Series Title	Records Description	Retention/Notes
POL-2.1	Body-Worn Cameras & In-Car Digital Recordings - Reportable Matters	These records document recordings captured by body-worn cameras (a device worn by a law enforcement officer), and vehicle mounted cameras (dash cams). Includes Major Crimes, Felonies, Misdemeanors, and Traffic Collisions.	Follow associated schedules of • Major Crimes - POL-1.1 • Homicide/Missing Person - POL-1.2 • Other Felonies - POL-1.3 • Non-Criminal - POL-1.4 • Misdemeanors - 5 years
POL-2.2	Body-Worn Cameras & In-Car Digital Recordings - All Other Matters	These records document recordings captured by body-worn cameras (a device worn by a law enforcement officer), and vehicle mounted cameras (dash cams) of non-reportable interactions and traffic violations.	1 year
POL-3	General Orders and Policies	These records document internal policies, general orders, and department orders issued by the Chief. They may include but may not be limited to official bulletins that are used to convey information to the administrative staff and officers.	Current date rescinded, replaced, or modified. May retain records until administrative need is met.
POL-4	Correspondence	These records document communication between staff members within the department, correspondence with outside groups, general inquiries from the public or other government agencies, etc. This correspondence does not relate to specific incidents or initiatives and is arranged chronologically or by correspondent name (not filed in topical files or case files).	2 years

POLICE			
Item No.	Record Series Title	Records Description	Retention/Notes
POL-5	Letters of Entry	Abatement Entry	Expiration of agreement + 6 years
POL-6	Traffic and Parking Citations	All minor offense citations and parking violations	5 years
POL-7	Citation Data and Reports	These records document the lifecycle of a citation after issuance. May include: • Corrected or dismissed citations • Case updates, reports, and payment summaries to/from Fairbanks District Court • Disposition reports • Affidavit lists • PFD garnishments or assignments • Write-off for deceased defendants	Current year + 1 year* *Electronic case data retained for life of the citation software system. <i>Records Maintained by City Clerk's Office</i>
POL-8.1	Computer Aided Dispatch (CAD) Data	These records document the dispatch of officers for incidents and events. May include but not limited to: • Date and time • Field contacts • Incident number • Incident type • Who responded	5 years <i>Official Record maintained by Dispatch</i>

POLICE			
Item No.	Record Series Title	Records Description	Retention/Notes
POL-8.2	Logs and Indices - Dispatch Audio Recordings	May include the following type of logs/indices: • Accident • Administrative (documenting time in court, educational activities, assisting another officer) • Daily assignment • Evidence • arrest • NCIC- National Crime Information Center inquiry • Overtime • Property recovery • Radar • Radio / Dispatch • Staffing/daily roster • Tape control • Towed / Impounded Vehicles • Unit • Weapon • Weather	30 days <i>Official Record Copy may be administered in another records series or department.</i>
POL-8.3	Logs and Indices - Miscellaneous		5 years <i>Official Record Copy may be administered in another records series or department.</i>

POLICE PERSONNEL INFORMATION RECORDS			
Item No.	Record Series Title	Records Description	Retention/Notes
POL-9.1	Personnel Records -Working Documents	These records document summary information that is collected about employees. May include but may not be limited to: • Address • Birthday • Employee badge number • Hire date • PERM ID • Phone number • Seniority • Termination date	Until employment ends* <i>The copy kept by the department is a duplicate.</i>
POL-9.2	Personnel Files -Working Documents	These records document the personnel transactions for each employee. Includes: • Outside employment forms • NDA- Non-Disclosure Agreement • Professional development form	Until employment ends* <i>The copy kept by the department is a duplicate.</i>
*For all POL-9: Official Record Copy may be administered in another records series or department (ex HR, LGL, Etc.). Per AS 09.10.70 a tort or civil rights claim against a peace officer for doing an act in an official capacity or by omission of an official duty must be filed within two years. FINAL REPORT IN THE HUMAN RESOURCES FILE			

POLICE PERSONNEL INFORMATION RECORDS			
Item No.	Record Series Title	Records Description	Retention/Notes
POL-9.3	Training Files	These records document the training that officers received. May include, but may not be limited to: • Course descriptions • FTEP- Field Training and Evaluation Program observations • Schedules • Certificates	Until employment ends + 5 years *
POL-9.4	Citizen Complaint	These records document the tracking of incidents. They may include, but may not be limited to: • Date and time • Incident numbers • Location • Names • Nature of crime • Record of complaints to police Includes data relating to reporting party, including: • Dispatch information • Disposition • Location • Time and nature of incident	3 years *
*For all POL-9: Official Record Copy may be administered in another records series or department (ex HR, LGL, Etc.). Per AS 09.10.70 a tort or civil rights claim against a peace officer for doing an act in an official capacity or by omission of an official duty must be filed within two years. FINAL REPORT IN THE HUMAN RESOURCES FILE			

POLICE PERSONNEL INFORMATION RECORDS			
Item No.	Record Series Title	Records Description	Retention/Notes
POL-9.5	Police Action Reviews	Internal reviews of officer performance during incidents involving the application of physical force for detention or arrest or as required for law enforcement action.	2 years *
POL-9.6	Internal Affairs Investigations General Litigation	These records document department investigations of alleged employee misconduct and the outcome of such investigations. May include, but may not be limited to: • Citizen and internal complaint forms • Final disciplinary action • Final disposition reports • Investigative narrative reports Documents civil, administrative, or other criminal justice agency actions, hearings or forfeitures. Retention begins after the case ended or the matter was closed (including any appeals).	3 years *
*For all POL-9: Official Record Copy may be administered in another records series or department (ex HR, LGL, Etc.). Per AS 09.10.70 a tort or civil rights claim against a peace officer for doing an act in an official capacity or by omission of an official duty must be filed within two years. FINAL REPORT IN THE HUMAN RESOURCES FILE			

PROCUREMENT AND CONTRACTS			
Item No.	Record Series Title	Records Description	Retention/Notes
PCG-1	Procurement Records Pre-Awarded Non-Construction Non-Grant	This series includes documents related to purchases of goods and services. Includes: • Bid abstracts • Bid specifications • Contracts/leases • Correspondence • Delivery orders • Price quotations • Purchase orders/requisitions • Requests for proposal • Tracking logs • Vendor solicitations	1 year
PCG-2	Procurement Records Post-Awarded Non-Construction Non-Grant	Consists of: • Notification of award • Original contract • Amendments or renewals • Special conditions • Fiscal reports • Payment logs • Progress reports • Correspondence Includes contracts for leased space, contract insurance, and bonds.	Life of contract + 20 years Per AS 09.10.053, the Statute of Limitations is 3 years for causes of action which accrued after August 7, 1997 (SLA 1997 Chapter 26, Sections 3 and 4. Silvers v Silvers, 999 P.2d 786, 790 n.4 (Alaska 2000)).

PUBLIC WORKS			
Item No.	Record Series Title	Records Description	Retention/Notes
PW-1	Snowplow and Snow Removal	Records relating to snowplow routes and activity. May include but may not be limited to: • Crew lists • Logs • Maps • Routes • Correspondence	Until superseded/obsolete or Administrative need is met
PW-2	Sanitation Files	Records relating to sanitation functions, truck routes and activity. May include: • Correspondence • Crew lists • Logs • Manifests • Maps • Public notices • Routes • Vehicle scale/tonnage reports	3 years If records are subject to potential litigation, retain permanently.
PW-3	Facility Maintenance Files	All data relating to operation of facility. • Accounting • Bids • Enabling legislation • Permits • Proposals • Reports • Utility correspondence	Until administrative need is met + 1 year <i>Official Record Copies of certain documents may be administered by other departments.</i>

PUBLIC WORKS			
Item No.	Record Series Title	Records Description	Retention/Notes
PW-4	Recycling and Hazardous Waste Records	Record of materials collected and disposed of: • Antifreeze • Asbestos • Brake/power steering fluid • Freon • Household hazardous wastes • Oil • Paint • Sharps • Other waste Data may include: • Name of resident • Address • Date • Materials collected • Disposal method	3 years If records are subject to potential litigation, retain permanently.
PW-5	Work/Repair Requests and Complaints	Requests for work or repairs initiated internally or by a citizen complaint. Data may include: • Name and number of complainant or requestor • Location • Type of work to be performed • Dates and times of receipt/response	3 years

PUBLIC WORKS			
Item No.	Record Series Title	Records Description	Retention/Notes
PW-6	Maintenance Work Orders and Logs	Records of work performed relating to electrical, street maintenance (paving/patching), or stormwater systems. May include but not limited to: • Date/Time • Order number • Location • Description of work • Authorization • Names of staff performing work • Itemized labor • Equipment • Material information	3 years
PW-7	Fuel Summaries and Receipts	Fuel summaries recording daily, weekly, or monthly fuel dispensed. May include: • Gallons delivered • Grade of fuel • Meter/stick readings • Pump locations • Total gallons consumed or oil/antifreeze disbursed Fuel receipts recording individual fuel intake. May include: • Vehicle number/type • Driver • Meter readings • Gallons received	Until audit is completed + 1 year

RISK MANAGEMENT			
Item No.	Record Series Title	Records Description	Retention/Notes
RM-1	Insurance Policies and Endorsements	This series includes: • Billing information • Bonds • Financial coding vouchers • Insurance proposals • Policies and endorsements • Riders • Correspondence	Until policy expires + 50 years The City Attorney will review all expired policies prior to destruction to determine if additional retention is required due to pending claims or litigation.
RM-2	Risk Management Claim Files	May include but may not be limited to: • Accident reports (property damage and personal injury) • Correspondence to/from claims adjusters • Individual claim records • Payment orders/verification • Pleadings/depositions • Private attorneys • Summary reports	Until claim is settled and all legal aspects are resolved + 50 years
RM-3	Injury and Accident Records	May include but may not be limited to: • Incident/accident reports • Medical evaluations • Other data relating to on-the-job injuries and accidents • Public safety officer reports • Time loss documentation	Resolution of accident + 50 years

RISK MANAGEMENT			
Item No.	Record Series Title	Records Description	Retention/Notes
RM-4	Workers' Compensation Claims	Documents include: • Compromise and release agreements • Copies of board decisions/orders • Legal filings. • Medical reports • Reports of injury/illness • Second Injury Fund reimbursements • Vocational rehabilitation reports/decisions • Correspondence May include cases pertaining to: • Death • No time loss • Permanent total disability • Time loss	Until case is inactive + 50 years
RM-5	Apparatus Accident Files	Department record of accidents involving City fire/rescue vehicles. May include but may not be limited to: • Police reports • Witness statements • Memoranda • Diagrams • Photographs • Related documentation	3 years Retain longer if involved in litigation. Consult with legal counsel prior to disposition.

RISK MANAGEMENT			
Item No.	Record Series Title	Records Description	Retention/Notes
RM-6	Hazard Communication and Material Safety Data Sheets	Lists of hazardous chemicals present in the workplace and copies of material safety data sheets received with incoming shipments of chemicals and posted in the workplace.	30 years <i>Official Record Copy retained by receiving Department.</i> Per 29 CFR 1910.1200