

Submitted by: Chair of the Assembly at the
request of the Mayor
Prepared by: Information Technology
For reading: June 11, 2024

**ANCHORAGE, ALASKA
AR No. 2024-191**

1 **A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE**
2 **UPDATED MUNICIPALITY OF ANCHORAGE RECORDS RETENTION**
3 **SCHEDULE (MOARRS), IN ACCORDANCE WITH ANCHORAGE MUNICIPAL**
4 **CODE 3.95.**
5

6
7 **WHEREAS**, pursuant to AMC 3.90.010, “it is the policy of the municipality to provide
8 the fullest and most rapid public access to municipal records and information so that
9 the right of the people to remain informed is protected.”
10

11 **WHEREAS**, pursuant to AMC 3.95.020, there is a records and information
12 management program in the information technology department to “provide for the
13 orderly and efficient management, retention, preservation, and disposal of records.”
14

15 **WHEREAS**, pursuant to AMC 3.95.030, there is a records management governance
16 committee composed of representatives from the information technology
17 department, the municipal clerk's office, the municipal attorney's office, risk
18 management, human resources, the anchorage police department, and the
19 anchorage fire department.
20

21 **WHEREAS**, pursuant to AMC 3.95.050C., the records governance committee has
22 reviewed and approved the attached changes to the Municipality of Anchorage
23 Records Retention Schedule (MOARRS) and provides the attached to the assembly
24 for approval; now, therefore,
25

26 **THE ANCHORAGE ASSEMBLY RESOLVES:**
27

28 **Section 1.** The Anchorage Assembly adopts the Retention Schedule as
29 submitted, reviewed, and approved.
30


31 **Section 2.** This resolution shall be effective immediately upon passage and
32 approval by the Assembly.
33

34 PASSED AND APPROVED by the Anchorage Assembly this _____ day of
35 _____, 2024.
36
37
38

39 _____
Chair of the Assembly

40 ATTEST:
41
42
43
44
45

Municipal Clerk

		MUNICIPALITY OF ANCHORAGE				Form 91-042A	<small>For Records Center Use Only</small>
		RECORDS RETENTION SCHEDULE					
Department	Division	Section			Revision #	Effective Date	Ret. Sched. Code
All	All	All					
Record Retention Schedule - Signature Page (Form 91-042)							
Signature Page							
Pursuant to the provisions of AMC 3.95 Records Management. The records listed on this schedule are to be dispositioned as indicated.							
In accordance with Municipal Policy & Procedure 52-2, we have reviewed this Retention Schedule. Provided below are our signatures of approval.							
Title	Name	Signature				Date	
Records Management Officer	Anna Plant	<i>Anna L. Plant</i>				05/23/2024	
Information Technology Director	Phillipe Brice	<i>Phillipe Brice</i>				05/23/2024	
Municipal Clerk	Jamie Heinz	<i>Jamie Heinz</i>				05/24/2024	
Municipal Attorney	Anne Helzer	<i>Helzer, Anne</i>				05/23/2024	
Risk Management Director	Amber Cummings	<i>Amber Cummings</i>				05/23/2024	
Human Resources Director	Tyler Andrews	<i>Tyler Andrews</i>				05/29/2024	
Anchorage Police Department Chief	Bianca Cross	<i>Cross, Bianca</i>				05/23/2024	
Anchorage Fire Department Chief	Douglas Schrage	<i>Douglas R Schrage</i>				05/29/2024	
Finance Director	Alden Thern	<i>Alden Thern</i>				05/23/2024	
Assembly Approval Received	This retention schedule received Assembly approval on the date provided in this row. This date become the Effective Date of this schedule and she be entered above.						



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Form 91-042A

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Department	Division	Section	Revision #	Effective Date	Ret. Sched. Code
All	All	All			
1	2	3	4	5	6
Record Series	Record Series Subject and Description	Record Custodian	Retention Requirement	Active Definition	Retention Period Justification; Authorities; Remarks
ACC1000	Accounting-Accounts Payable & Accounts Receivable Records related to the payment of financial obligations and receipt of revenues. Payables includes check copies, cash receipts, vendor invoices/statements, 1099's, employee reimbursements and any other supporting documentation. Receivables includes income from taxes, rents, fines, utilities, and other revenue generating enterprises. Supporting documents include appraisals, monthly financial reporting. See ACC1005 for grants and LEG2000 for government and other contracts.	Information Technology; Internal Audit; Emergency Management; Parks & Recreation; Real Estate; Merrill Field Airport; Public Works; Ombudsman; Library; Building Services; Anchorage Fire Department; Transportation Inspection Agency; Geographic Data and Information Center; Public Transportation; Human Resources; Health and Human Services; Purchasing; Finance_Property Appraisal; Finance_Treasury; Legal; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Planning; Development Services; Finance_Controller; Finance; Traffic; Anchorage Police	7		8 AAC 85.020 26 CFR 31.6001-1
ACC1005	Accounting-Accounts Payable & Receivable-Grants to/from the Municipality and Municipal Financial Assistance Programs Records include cost accounting and expenditure records and other supporting documentation. Includes documentation for programs where the City is the grantor/grantee of funds and/or the administrator of the program. Records include, programs related to Department of Justice, Department of Health and Human Services, Department of Social Services, Department of Homeland Security, State of Alaska, Federal Transit Administration, Federal Highway Administration, and other government agencies. See ACC2000 for capital expenses purchased with grant/government funding.	Emergency Management; Parks & Recreation; Merrill Field Airport; Library; Building Services; Public Transportation; Health and Human Services; Municipal Manager; Mayor; Anchorage Water & Wastewater Utility ; Planning; Finance; Finance_Controller; Anchorage Police	Active + 7	When fully executed close of grant is determined.	24.CFR576.500 7 AAC.78.250 Designated Legislative Grant Program Part 8 Some grants (such as EPA and FAA) may have longer retention requirements. Record Custodians are responsible to determine if their grant records should be retained longer.
ACC1010	Accounting-Journals and Ledgers Records used to transfer charges between accounts and for summarizing account information. Includes General Ledger Journal Entries. Final annual records only.	Finance_Controller	7		See ACC1000 ACC1005



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Form 91-042A

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ACC1020	Accounting-Payroll Records related to the payment of salaries and wages, including timesheets, deductions for benefits, taxes, etc. Includes salary, taxes, adjustments, garnishments, benefits, contributions and other adjustments to payroll checks, W-2 and W-4, and forms. See HUM1040 for summary benefit/payroll records related to PERS and retirement benefits. See LEG5000 records series for compliance and tax records associated with the payroll process.	Human Resources	6		8 AAC 85.020 26 CFR 3.4 (consideration)
ACC2000	Accounting-Capital Property Includes purchase and sales of property and equipment, depreciation, improvements, construction in progress, etc. Includes financial obligations associated with capital expenditures, purchase of land, buildings, equipment, furnishings, motor vehicles and other assets, work orders, and additions or improvements to buildings or fixtures.	Anchorage Equal Rights Commission; Internal Audit; Merrill Field Airport; Ombudsman; Building Services; Public Transportation; Legal; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Planning; Finance; Finance_Controller; Maintenance & Operations	Active + 6	As long as facility or equipment is owned/leased by the municipality	2 CFR 200.333 41 CFR 109.38.301-1.51 Vehicle Titles are retained until vehicle is disposed of.
ACC2050	Accounting-Tariff and Plant Accounting Includes revenue and cost of service studies, amortization and depreciation reports.	Anchorage Water and Wastewater Utility	Indefinite-Review every 25 years.		
ACC9900	Accounting-General Reports providing accounting information to management that is not needed for tax or audit purposes. Includes reports not containing the primary record of computer data such as summary data, weekly updates, status reports, etc.	Parks & Recreation; Merrill Field Airport; Building Services; Public Transportation; Health and Human Services; Anchorage Water & Wastewater Utility ; Development Services; Finance_Controller; Anchorage Police	3		



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ADM1000	Administration-General Records to help accomplish the functions for which a person or department is responsible. Administrative records have value as long as they assist employees in performing either current or future work. The primary administrative use of most records is exhausted when the transactions to which they relate have been completed. For more detailed information on what is considered an administrative record, contact your department Record Coordinator or the Records Management Specialist.	All Agencies	Until Administrative Need is Met					
ADM1010	Administration-Requests for Information Includes public records logs and written requests.	All Agencies	2		SOA Local Government schedule #300.1 item no. 1.14 1 year NARA GRS_4-2-020 2 years			
ADM1020	Administration-Planning and Forecasting Records related to future planning and forecasting for internal purposes. Includes annual plans, long term strategic plans and operational forecasts, facility requirements, growth forecasts, feasibility studies, marketing plans. See FIN2000 for budgeting and financial planning. See HIS1000 for scientific and scholarly studies.	Information Technology; Internal Audit; Risk Management; Equity & Justice; Building Services; Legal; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Development Services; Anchorage Police	Active + 1	Until study/plan is no longer relevant as determined by the Record Custodian.				
ADM2000	Administration-Property Management-Inventory Records related to the movement or tracking of City property. Includes records related to the movement of vehicles, equipment, tools, materials and supplies owned, rented or leased; use logs. See ACC2000 for financial records associated with assets. See FIN8100 for purchasing records.	Information Technology; Parks & Recreation; Port of Alaska; Merrill Field Airport; Public Works; Ombudsman; Library; Building Services; Anchorage Fire Department; Transportation Inspection Agency; Public Transportation; Health and Human Services; Legal; Solid Waste Services ; Municipal Manager; Mayor; Anchorage Water & Wastewater Utility ; Planning; Development Services; Traffic; Anchorage Police	3		Museum inventories of artifacts and collections are governed under AS.14.57			



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ADM3000	Administration-Policies & Procedures Records documenting City-approved methods or processes for performing activities to ensure uniformity and compliance with City and legal requirements. Includes office and job practices, administrative handbooks, procedures manuals, employee manuals/handbooks, policy statements, directives, disaster recovery plans, emergency action plans, vital records programs, records management programs, safety programs, security plans, affirmative action plans, operating rules, and software and equipment manuals. See ENV4000 for environmental programs. See LEG5030 for policies and directives with long term value.	Information Technology; Anchorage Equal Rights Commission; Internal Audit; Emergency Management; Parks & Recreation; Real Estate; Port of Alaska; Safety; Merrill Field Airport; Public Works; Ombudsman; Library; Building Services; Anchorage Fire Department; Geographic Data and Information Center; Public Transportation; Human Resources; Health and Human Services; Legal; Solid Waste Services; Municipal Manager; Mayor; Anchorage Water & Wastewater Utility; Management and Budget; Planning; Development Services; Finance; Anchorage Police	Active + 10	As long as policy is in effect or until superseded or rescinded.	45 CFR 164.530(J)(2) 45 CFR 164.316 49 CFR 172.802 Keep copies of policies and procedures to demonstrate City practices in judicial or regulatory proceedings. An organization may be judged according to its own written standards of conduct.
ADM3010	Administration-Policies & Procedures- Audits, Internal Records of internal audits to confirm compliance and performance with internal policies and procedures. Includes internal audit reports, remedial activities, studies, and work papers. See LEG5000 for audits required by outside organizations.	Internal Audit; Anchorage Fire Department; Finance_Treasury; Anchorage Police	Active + 2	As determined by Record Custodian	
ADM3020	Administration- Policies & Procedures- Records Program Documentation Record Destruction Authorization forms. Records related to the transfer and destruction of records (hardcopy and electronic). Also includes Document Replacement Authorizations. See ADM3000 for Records Management policy and procedures	Information Technology	Indefinite-Review every 10 years.		



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Form 91-042A

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ADM4000	Administration-Security Records related to protecting employees, equipment, buildings, and information. Includes security clearances & password lists.	Information Technology; Parks & Recreation; Real Estate; Port of Alaska; Merrill Field Airport; Public Works; Library; Building Services; Anchorage Fire Department; Transportation Inspection Agency; Human Resources; Legal; Mayor; Anchorage Water & Wastewater Utility ; Management and Budget; Development Services; Finance; Anchorage Police	5		33 CFR 105.120
ADM4100	Administration- Safety Records related to the promotion and maintenance of City safety programs. See HUM4020 for accident and injury reports. See ADM3000 for safety policies and procedures.	Internal Audit; Emergency Management; Parks & Recreation; Port of Alaska; Merrill Field Airport; Public Works; Library; Building Services; Anchorage Fire Department; Public Transportation; Health and Human Services; Legal; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Development Services; Finance	3		
EMR1000	Emergency-Response-Undeclared/Locally Declared Disaster Records related to actions taken in response to an undeclared, or locally declared, natural or man-made disaster/emergency resulting in emergency operations activation. Local municipal resources are utilized.	Emergency Management; Building Services; Anchorage Water & Wastewater Utility ; Mayor; Development Services	Active + 3	When matter is resolved and recovery is complete.	
EMR2000	Emergency-Response-Declared Disaster Records related to actions taken in response to a declared natural or man-made disaster/emergency resulting in emergency operations activation. Local municipal resources may be exhausted, additional outside resources are needed, sources may include, but are not limited to, State of Alaska and/or Federal Emergency Management Agency (FEMA).	Emergency Management; Building Services; Anchorage Water & Wastewater Utility ; Mayor; Development Services	Active + 3	When fully executed close of grant is determined.	Some grants may have longer retention requirements. Data owners are responsible to determine if the grant records should be retained longer per grant specifications.



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Form 91-042A

For Records Center Use Only

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1	2	3	4	5	6	
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ENV1000	Environment- Testing Records related to the testing, monitoring and analysis of the environment for hazardous substances.	Health and Human Services; Anchorage Water & Wastewater Utility	12		40 CFR 63.10 40 CFR 122.41 40 CFR 264.1088 40 CFR §122.41(j) 40 CFR 141.33	
ENV2000	Environment-Hazardous Substances Records related to the use, manufacture, and testing of hazardous substances. Includes site assessments, reclamation/ remediation and clean up documentation. See ROM1000 when records are directly related to geological, geotechnical, or engineering documentation.	Solid Waste Services ; Anchorage Water & Wastewater Utility	Indefinite- Review every 30 years		40 CFR 141.91 40 CFR 280.34 40 CFR 280.45 18 AAC 60.380 18 AAC 60.235 40 CFR 264.1 18 AAC 78.012	
ENV2010	Environment-Hazardous Substances- Transportation Records related to the transportation of hazardous substances, includes shipping manifests for hazardous substances.	Anchorage Water & Wastewater Utility	Indefinite- Review every 30 years		40 CFR 268.7	
ENV3000	Environment-Water & Air Pollution Records related to discharge of pollution into water and air.	Anchorage Water & Wastewater Utility	12		40 CFR 68.58 40 CFR 141.91 40 CFR 60.758	
ENV4000	Environment- Programs Records of City Programs to control, prevent and manage pollution. Includes environmental prevention and contingency plans. See REF0000 or ADM3000 for programs developed and owned by the State of Alaska or other governing bodies.	Anchorage Water & Wastewater Utility	Indefinite- Review every 30 years		18 AAC 60.235	
ENV5000	Environment- Conservation Records of programs to conserve energy and recycle.	Solid Waste Services	Indefinite- Review every 30 years			



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Form 91-042A

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FIN1000	Finance- Banking Records related to banking activities. Includes deposits, checks, statements, reconciliations, check registers, daily cash receipts.	Finance_Public Finance and Investments; Finance_Treasury; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Finance_Controller	7		See ACC1000
FIN2000	Finance- Budgets & Financial Forecasts Records related to internal financial planning and financial management. See FIN7000 for Final Approved Budget.	Information Technology; Anchorage Equal Rights Commission; Internal Audit; Emergency Management; Risk Management; Real Estate; Port of Alaska; Safety; Public Works; Ombudsman; Library; Building Services; Anchorage Fire Department; Public Transportation; Solid Waste Services ; Management and Budget; Planning; Finance; Anchorage Police	Active + 1	As determined by Record Custodian	
FIN3000	Finance- Investments Records related to City investments.	Finance_Public Finance and Investments; Finance_Treasury	Active + 6	Until Termination	See ACC1000 and FIN4000
FIN4000	Finance- Bonds Records related to City issuance of debt papers. Includes bonds and debenture ledgers, certificate transfers, notes receivables and other supporting documents.	Finance_Public Finance and Investments; Anchorage Water & Wastewater Utility	Active + 3	Termination of Bond	26 CFR 1.148-5(d)(6)(iii)E
FIN6000	Finance- Bad Debts/Collections Records related to the monitoring, collecting and writing off of bad debts. Includes authorizations & supporting details of uncollectible accounts.	Finance_Treasury; Solid Waste Services ; Anchorage Water & Wastewater Utility	Active + 6	Until final disposition of debt	See ACC1000



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Form 91-042A

For Records Center Use Only

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All	All	All			
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FIN7000	Finance- Financial Statements and Approved Budgets Financial statements, reports, and background information submitted to government agencies. Includes Comprehensive Annual Financial Review and Report and Final Approved Budget.	Anchorage Fire Department; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Mayor; Management and Budget; Finance; Anchorage Police	Permanent		AMC 6.40.030 SOA Local Government schedule #300.1 item no. 3.3.2 Retain Permanently
FIN7010	Finance- Financial Statements- Audits, External Audit work papers submitted by the City related to the annual financial audit.	Public Works; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Finance; Finance_Controller; Anchorage Police	7		17 CFR 210.2-06 (consideration) (Industry Standard for audit records - Sarbanes-Oxley Act of 2002)
FIN8000	Finance- Purchasing & Purchase Orders Records related to request for bids, bid review, receiving, inspection of merchandise, etc. Includes records related to shipment or receipt of purchases. Records related to actual purchases or commitments to purchase and authorizations for expenses. See ACC1000 for accounting for actual purchases. See LEG2000 for purchasing contracts.	Real Estate; Anchorage Fire Department; Purchasing; Finance	Active + 6	When fully executed close of grant is determined or contract/PO closure	See ACC1005 and LEG2000 Unsuccessful or rejected bids should be retained for 3 years.
FIN9900	Finance-General Records related to finance activities not covered previously.	Solid Waste Services ; Anchorage Water & Wastewater Utility ; Finance_Controller; Anchorage Police	3		



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HIS1000	Historical Records determined to possess significant long-term historical value. Includes research, studies, and scholarly records unique to the City such as records maintained by Library.	Anchorage Equal Rights Commission; Internal Audit; Parks & Recreation; Equity & Justice; Merrill Field Airport; Public Works; Ombudsman; Library; Building Services; Geographic Data and Information Center; Public Transportation; Health and Human Services; Finance_Property Appraisal; Finance_Treasury; Legal; Municipal Manager; Mayor; Anchorage Water & Wastewater Utility; Management and Budget; Planning; Anchorage Police	Indefinite- Review every 50 years.			
HSS1000	Health & Social Services Client Files- Adult Records related to client identification for internal purposes. Includes client information & encounter forms, privacy statements, medication scripts, immunizations, growth charts, screening results, & clinician notes.	Public Transportation; Health and Human Services	Active + 7	Until client is no longer receiving services.	45 CFR 164.530(J) 7 AAC 78.250	
HSS1050	Health & Social Services Client Files- Newborn/Minor Child Records related to client identification for internal purposes. Includes client information & encounter forms, privacy statements, medication scripts, immunizations, growth charts, screening results, & clinician notes.	Health and Human Services	7 years after the minor turns 18 years old		45 CFR 164.530(J) 7 AAC 78.250	
HSS3000	Health & Social Services- Veterinary Services/Animal Control Owner Files maintained by Animal Control. See LEG5000 for compliance reporting. See LEG4005 for incident reporting or other investigations.	Health and Human Services	5		12 AAC 68.910	
HSS5000	Health & Social Services- Cemetery Information regarding ownership and interment.	Parks & Recreation	Permanent			



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Form 91-042A

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HSS9000	Health & Social Services- General Records related to health and social services activities not covered previously.	Health and Human Services	3			
HUM1010	Human Resources- Benefits- Benefit Plans Records related to City sponsored benefit plans. Includes insurance, pension, disability, medical, survivor programs, vesting criteria, leave entitlements, educational assistance, deferred compensation plans, & correspondence explaining benefit plans. See LEG5000 for pension plan reports to government. See HUM1040 for indefinite summary records related to PERS.	Human Resources	Active + 6	Until Plan Termination	29 USC 1027 29 USC 1022 29 CFR 1627.3 (Considerations)	
HUM1020	Human Resources- Benefits- Contributions & Distributions Records related to contributions made and benefits distributed under City sponsored benefit plans. Includes insurance, pension, disability, deferred compensation, etc. See HUM1040 for indefinite summary records related to PERS.	Human Resources	Active + 6	Until Plan Termination	29 USC 1027 29 CFR 4007.10 29 CFR 825.500	
HUM1030	Human Resources- Benefits- Options Records of benefit options by employees for type and amount of participation in the City's benefit plans.	Human Resources	Active + 6	Length of Employment	See HUM1010 and HUM1020	
HUM1040	Human Resources- Benefits- Benefit Summary Information Records related to cumulative years of service, total pension contributions, accrued benefits, etc.	Human Resources	Indefinite- Review every 25 years.		29 USC 1059	



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Form 91-042A

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HUM2000	Human Resources- Employee Selection Records of general nature related to personnel requisitions, position announcements, job applications, testing, advertising, interviews, etc.	Risk Management; Internal Audit; Parks & Recreation; Equal Opportunity, Office of; Building Services; Anchorage Fire Department; Transportation Inspection Agency; Human Resources; Purchasing; Legal; Anchorage Water & Wastewater Utility ; Planning; Development Services; Finance; Anchorage Police	3		29 CFR 801.30 29 CFR 1602.14 29 CFR 1602.31
HUM3000	Human Resources- Employee Records Records regarding specific employees, including hiring, promotion, performance, appraisals, transfers, termination, driving records, etc. See HUM1030 and HUM1040 for benefit and pension records, including terminated employee files. See ACC1020 and ACC1021 for payroll and timesheet records.	Human Resources	Active + 6	Length of Employment	29 CFR 1627.3
HUM4010	Human Resources- Health & Safety- Medical Records (Major) Medical Records related to treatment, examinations, history, etc. related to major medical matters such as accidents, injuries, x-rays, etc. See HUM4040 for drug/alcohol testing.	Anchorage Fire Department; Human Resources	Indefinite- Review every 30 years		29 CFR 1910.1020
HUM4020	Human Resources- Health and Safety- Accident & Injury Reporting Records required by OSHA related to on-the-job accidents. Includes injury reports, damage reports, and accident logs.	Risk Management; Real Estate; Parks & Recreation; Port of Alaska; Safety; Merrill Field Airport; Public Works; Ombudsman; Library; Anchorage Fire Department; Health and Human Services; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Internal Audit; Maintenance & Operations	6		29 CFR 1904.33



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HUM4021	Human Resources- Health & Safety- Workers' Compensation Claims Records related to on-the-job accidents often used for workers' compensation claims. See LEG4000 for litigation involving workers' compensation.		Indefinite - Review every 30 years		29 CFR 1910.1020 AS 23.30.065	
HUM4022	Human Resources-Health & Safety- Workplace Inspection & Testing Records related to inspection and testing of workplace for possible hazards. See ROM2000 for routine repair and maintenance on City property.	Parks & Recreation; Port of Alaska; Safety; Merrill Field Airport; Public Works; Anchorage Fire Department; Public Transportation; Health and Human Services; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Maintenance & Operations	3		29 CFR 1910.157	
HUM4030	Human Resources- Health & Safety- Hazardous Exposure Medical records related to exposure or possible exposure to hazardous or toxic substances including testing, employee exposure records, employee radiation records, and employee hazard communications records. See ENV2000 for testing for environmental exposure to hazardous substances.	Risk Management; Real Estate; Safety; Anchorage Fire Department; Anchorage Water & Wastewater Utility	Indefinite - Review every 30 years		29 CFR 1910.20	
HUM4031	Human Resources- Health & Safety- Safety Data Sheets Material Safety Data Sheets (MSDS) required by OSHA.	Parks & Recreation; Real Estate; Port of Alaska; Safety; Merrill Field Airport; Public Works; Building Services; Anchorage Fire Department; Public Transportation; Health and Human Services; Solid Waste Services ; Development Services	Indefinite - Review every 30 years		29 CFR 1910.1200 29 CFR 1910.1020	
HUM4040	Human Resources- Health & Safety- Medical Records- Drug/Alcohol Testing Medical records related to drug and alcohol testing. See HUM4020 for accident and injury reports; HUM4030 for hazardous exposure.	Anchorage Equal Rights Commission; Human Resources	5		49 CFR 382.401	



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Form 91-042A

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HUM5000	Human Resources- Training Development Records related to the development and operation of City-sponsored training programs and seminars. Includes seminars, education assistance, management and supervision development, job progression, drug and alcohol awareness, course listings, schedules, requests and approvals.	Parks & Recreation; Equity & Justice; Port of Alaska; Equal Opportunity, Office of; Safety; Public Works; Library; Anchorage Fire Department; Public Transportation; Human Resources; Health and Human Services; Legal; Solid Waste Services ; Municipal Manager; Mayor; Anchorage Water & Wastewater Utility ; Management and Budget; Finance; Traffic; Anchorage Police	Active + 6	If kept by individual employee - Length of employment If kept by training event then until superseded	29 CFR 1910.120, App. E 14 CFR 139.303 29 CFR 1910.1030 29 CFR 1926.65 40 CFR 60.54b If employee training involves exposure to hazardous substances, records should be classified as HUM4030.
HUM5010	Human Resources- Training Development- Certification Records related to certification for individuals to perform certain tasks. Includes CPA,CLE, CDL, and certifications for Public Safety and Health employees.	Anchorage Fire Department; Human Resources; Solid Waste Services	Active + 6	Length of Employment	13 AAC 87.010 13 AAC 52.050
HUM6000	Human Resources- Salary Administration & Job Descriptions Records related to determining and monitoring salary and deduction amounts including cost of living records, earnings records, pay scales, compensation plan, and salary surveys. Records related to job descriptions. See ACC1020 for accounting records for payroll and deductions.	Human Resources	6		29 CFR 516.5 29 CFR 1620.32
HUM7000	Human Resources-Employee Relations Records related to negotiating, implementing, grievance and other significant matters with employees.	Real Estate; Human Resources	Indefinite- Review every 20 years		See LEG2000
HUM9900	Human Resources- General Records related to human resource activities not covered previously.	Human Resources	6		



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Revision #	Effective Date	Ret. Sched. Code
All	All	All			
1 Record Series	2 Record Series Subject and Description	3 Record Custodian	4 Retention Requirement	5 Active Definition	6 Retention Period Justification; Authorities; Remarks
IT1000	Information Technology- System Design & Management Records related to the design implementation and management of all infrastructure. Includes program analyses and descriptions, specifications, and schemas. Includes networks, telecommunications, and other documentation.	Information Technology; Library; Health and Human Services; Legal; Anchorage Water & Wastewater Utility ; Anchorage Police	Active + 5	Until superseded or obsolete	
IT3000	Information Technology- Change Management & Quality Assurance Records documenting testing processes, test scripts, and results. Records related to implementing new systems or significant changes to installed systems. Includes terminated or superseded systems.	Information Technology; Geographic Data and Information Center; Public Transportation; Human Resources; Legal; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Anchorage Police	Active + 5	Until superseded or obsolete	
IT5000	Information Technology- Security- Electronic Data and Infrastructure Records related to tracking access for securing all electronic data and infrastructure.	Information Technology; Anchorage Water & Wastewater Utility ; Anchorage Police	Active + 5	Until superseded or obsolete	
LEG1020	Legal- Boards, Commissions, and Committees Records relating to the official actions of the board, commission or committee. May include adopted minutes, agendas, resolutions, and any other records that constitute the official accounts of the proceedings and actions of the governing body.	Anchorage Equal Rights Commission; Real Estate; Port of Alaska; Safety; Merrill Field Airport; Library; Building Services; Transportation Inspection Agency; Public Transportation; Human Resources; Health and Human Services; Finance_Property Appraisal; Solid Waste Services ; Municipal Manager; Mayor; Anchorage Water & Wastewater Utility ; Management and Budget; Planning; Development Services; Finance; Maintenance & Operations	Permanent		AMC 4.05.130



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Revision #	Effective Date	Ret. Sched. Code
All	All	All			
1	2	3	4	5	6
Record Series	Record Series Subject and Description	Record Custodian	Retention Requirement	Active Definition	Retention Period Justification; Authorities; Remarks
LEG1030	Legal-Boards, Commissions, and Committees- Appointments Records related to appointments to boards, commissions, committees, and special work groups appointed by the mayor or assembly. Includes financial disclosure statements and notices of appointments/resignations. Master list of appointments kept permanently, see LEG1000.		6		AS 24.45.111
LEG1040	Legal- Boards, Commissions and Committees- Supporting Documents Backup information related to meetings of a governmental body. May include meeting packets, correspondence, reports, transcripts, studies, background papers, and recordings. Also includes records relating to initiatives, referendum, and recall filed by private citizens or groups requesting governing body action.	Merrill Field Airport; Building Services; Human Resources; Finance_Treasury; Anchorage Water & Wastewater Utility ; Planning	6		
LEG1050	Legal- Proclamations/Certificates Records issued/prepared by mayor or local governing body.	Mayor	Active + 3	During Mayoral term	Active during mayoral term, then retain three years. Work with the Records Manager to determine possible historical value.
LEG2000	Legal- Contracts/Agreements/Grants Records related to obligations under contracts, leases, and other agreements between the City and outside parties. Includes contracts for services, purchases and sales, labor relations, transportation, exchange of property, state administered loans, etc. Also employee contracts, promissory notes, mortgages, patents, title documentation, and warranties. Contract documentation, contract negotiations and change orders are included. Includes agreements/applications for City Services (utility, sewer, etc.) See LEG2015 for legal documents pertaining to land use such as permits and easements. See LEG2030 for records related to tariffs.	Anchorage Equal Rights Commission; Parks & Recreation; Port of Alaska; Merrill Field Airport; Library; Building Services; Public Transportation; Human Resources; Purchasing; Finance_Treasury; Anchorage Water & Wastewater Utility ; Planning; Anchorage Police	Active + 6	When fully executed close of grant is determines or contract/PO closure	48 CFR 4.805 (Consideration) AS 09.10.050 AS 09.10.053 Legal period reflects a reasonable period for litigation needs. Most legitimate lawsuits will be initiated within six years from the end of the contract. There is no legal requirement to meet longer statute of limitations period. Note: Some contracts may have a longer retention requirement. Data owners are responsible for enforcing longer retention requirements.



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section		Revision #	Effective Date	Ret. Sched. Code
All	All	All				
1	2	3	4	5	6	
Record Series	Record Series Subject and Description	Record Custodian	Retention Requirement	Active Definition	Retention Period Justification; Authorities; Remarks	
LEG2010	<p>Legal-Contracts/Agreements/Grants- Contract-Performance/Administration</p> <p>Records related to compliance or performance of government and non-government contract and grants. Includes determination of costs, cost accounting, performance of services, payments, pay administration, procurement, work products delivered, production, etc.</p> <p>See ROM records series for records associated building, operating and maintaining City infrastructure.</p>	<p>Anchorage Equal Rights Commission; Internal Audit; Emergency Management; Real Estate; Port of Alaska; Equal Opportunity, Office of; Merrill Field Airport; Library; Public Transportation; Human Resources; Health and Human Services; Anchorage Water & Wastewater Utility ; Finance</p>	Active + 6	When fully executed close of grant is determined or contract/PO closure	<p>See LEG2000 See ACC1005</p> <p>Contract administration files are often called "project files".</p>	
LEG2015	<p>Legal Contracts/Agreements- Land Use</p> <p>Records relating to grant of easement for legal permission to conduct work on property, including, but not limited to, laying, constructing, maintaining, operating, repairing and servicing water and sewerage pipes, mains, drains, signs and utilities. Vacations (including section line and deeds of vacation), descriptions of easement areas, memoranda, correspondence, and property disposition. Also includes records related to the issuance of permits and right of ways to the public.</p>	<p>Real Estate; Merrill Field Airport; Building Services; Anchorage Water & Wastewater Utility ; Planning; PM&E</p>	Indefinite- Review every 30 years		See LEG2000	
LEG2020	<p>Legal- Contracts/Agreements- Property Ownership</p> <p>Records conveying ownership of property including titles, deeds, real estate records, etc. Includes historical property that has been sold.</p>	<p>Real Estate; Port of Alaska; Anchorage Water & Wastewater Utility</p>	Indefinite- Review every 30 years		See LEG2000	
LEG2030	<p>Legal- Contracts/Agreements- Tariffs</p> <p>Record related to tariffs, including contracts associated with Tariff and agreements associated with acquisitions.</p>	<p>Anchorage Water & Wastewater Utility</p>	Indefinite- Review every 25 years			
LEG3000	<p>Legal-Insurance</p> <p>Records related to coverage affecting City liability. Includes policies, amendments, riders, proof of payment, etc.</p> <p>See HUM1010 for employee medical and life insurance.</p>	<p>Risk Management</p>	Active + 6	Until Termination of policy	49 CFR1220.6	



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Revision #	Effective Date	Ret. Schd. Code
All	All	All			
1	2	3	4	5	6
Record Series	Record Series Subject and Description	Record Custodian	Retention Requirement	Active Definition	Retention Period Justification; Authorities; Remarks
LEG3010	Legal- Insurance- Future Liability Records related to insurance coverage for product liability, exposure to hazardous substances, or other problems manifesting themselves long after the policy terminates. Includes liability policies.		Indefinite- Review every 25 years		
LEG4000	Legal- Claims/Litigation Records related to threatened or asserted litigations or government investigation. Includes pleadings, discovery, attorney work-products, legal opinions, transcripts, exhibits, etc.	Risk Management; Finance_Treasury; Legal	Indefinite- Review every 10 years		
LEG4005	Legal- Claims/Litigation- Complaints, Incident, Accident & Investigations Records related to complaints, incident and accident investigations, appeals, and administrative reviews of City regulations and ordinances. See PST2000 for case files associated with public safety.	Anchorage Equal Rights Commission; Internal Audit; Parks & Recreation; Equal Opportunity, Office of; Safety; Merrill Field Airport; Ombudsman; Library; Building Services; Transportation Inspection Agency; Public Transportation; Human Resources; Health and Human Services; Legal; Solid Waste Services ; Municipal Manager; Mayor; Anchorage Water & Wastewater Utility ; Planning; Development Services; Anchorage Police	Active + 6	Active until final resolution is determined	49 CFR 1220.6 29 CFR 1926.64
LEG4010	Legal- Claims/Litigation- Final Judgments/Settlements Final judgments, settlements, court orders and other documents specifying final terms, conditions, and decisions related to claims and litigation.	Finance_Treasury	Indefinite - Review every 20 years		
LEG5000	Legal- Compliance Records related to the preparation of non-financial documents required by law. Includes reporting and filings with agencies such as SOA, DOT, OSHA, & external audits required by government agencies. See ENV record series for environmental compliance. See ACC1020 for W-2's and ACC1000 for 1099's. See FIN7000 for Financial Audits.	Safety; Merrill Field Airport; Anchorage Fire Department; Human Resources; Anchorage Water & Wastewater Utility ; Anchorage Police	6		FMLA - 29 CFR 825.500 (cites to FLSA requirement at 29 CFR 516.5) OSHA - 29 CFR 1904.44, EPA - 40 CFR 141.155 EEOC - 29 CFR 1602.30



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section		Revision #	Effective Date	Ret. Sched. Code
All	All	All				
1	2	3	4	5	6	
Record Series	Record Series Subject and Description	Record Custodian	Retention Requirement	Active Definition	Retention Period Justification; Authorities; Remarks	
LEG5003	Legal- Compliance- I-9 Documentation Form I-9 and related documentation regarding alien employees.	Human Resources	Active + 3	Until employee termination	8 CFR 274A.2	
LEG5011	Legal Compliance- Tax returns other than income Records related to tax returns. Includes unemployment tax (FUTA, ESC, etc.), 941's, and other types of returns. Includes audits, appeals, and reports.	Human Resources; Finance_Treasury	6		(IRS Pub 510 Excise taxes and Pub 15 Circular E)	
LEG5020	Legal- Compliance- License/Permits, Inspections & Enforcement Permits and licenses issued to or by the City to conduct business and operate City facilities. Includes inspection enforcement and accreditation files. See LEG2015 for land use permits granted and/or managed by the City.	Parks & Recreation; Merrill Field Airport; Building Services; Anchorage Fire Department; Transportation Inspection Agency; Legal; Health and Human Services; Anchorage Water & Wastewater Utility ; Solid Waste Services ; Development Services; Traffic; Anchorage Police	Active + 6	Until superseded, expiration, or final resolution	40 CFR 122.21	
LEG5021	Legal- Compliance- License, Permits, Inspections & Enforcement- Construction/Infrastructure (long term) Construction/Infrastructure (long-term) permits and licenses issue to or by the City to conduct business and operate City facilities. Includes inspection enforcement and accreditation files.	Port of Alaska; Building Services; Anchorage Water & Wastewater Utility ; Solid Waste Services ; Development Services	Indefinite - Review every 20 years		SOA Local Government schedule #300.1 item no. 13.6 Engineering, Buildings, and Public Works. (Permanent)	
LEG5030	Legal- Legal Compliance- Agency & Executive Orders Records related to unique orders issued to/by the City.		Indefinite - Review every 20 years		Unique to each order	
LEG6000	Legal- Legal Projects Records related to providing determining legal requirements and providing legal advice within City. Includes reading files.	Legal	Indefinite- Review every 10 years			
LEG6010	Legal- Legal Projects- Legal Opinions Records resulting from legal projects which document the specific legal advice provided.	Anchorage Equal Rights Commission; Building Services; Legal; Anchorage Water & Wastewater Utility ; Development Services; Finance	Indefinite - Review every 20 years			
LEG7000	Legal- Copyright/Trademark/Patent Records related to preparation, filing, maintenance, and rights.		Indefinite - Review every 20 years			



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Revision #	Effective Date	Ret. Sched. Code
All	All	All			
1 Record Series	2 Record Series Subject and Description	3 Record Custodian	4 Retention Requirement	5 Active Definition	6 Retention Period Justification; Authorities; Remarks
LEG9900	Legal- General Records related to legal activities not covered elsewhere.	Anchorage Equal Rights Commission; Parks & Recreation; Real Estate; Port of Alaska; Merrill Field Airport; Ombudsman; Library; Building Services; Public Transportation; Human Resources; Health and Human Services; Solid Waste Services ; Mayor; Anchorage Water & Wastewater Utility ; Management and Budget; Planning; Development Services; Finance	3		
NON000	Non-Record Material Materials, often filed with record, that are not records such as blank forms, supplies, etc.	All Agencies	Until Administrative Need is Met		
PST1000	Public Safety-Logs and Resource Management Public Safety records and related logs; examples include staffing/daily rosters, daily assignments, monthly activity reports, dispatch logs, etc.	Anchorage Fire Department; Anchorage Police	5		18 USC 3282 (Limitation of Action 5 years for non capital offenses)
PST2000	Public Safety- Reports/Case Files Investigative records pertaining to cases handled by the Police, Fire, and other public safety divisions departments. Includes evidence such as videos, film, negatives, photographs, etc. that may pertain to a case but may not be kept in the actual case file. Reports/Case Files related to homicide-solved, homicide-unsolved, kidnapping, sexual assault, sexual assaults-children, missing person-unsolved, arson, internal affairs, interviews, and use of force. See LEG4005 for records related to accidents and incident and noncriminal investigations. See HHS records series for case files related to health services.	Anchorage Fire Department; Anchorage Police	Indefinite - Review every 20 years		AS 12.62.190 Note: SOA schedule states files can be destroyed 6 years after juvenile turns 18. We would recommend you get an opinion from your legal department before destroying .



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section		Revision #	Effective Date	Ret. Sched. Code
All	All	All				
1	2	3	4	5	6	
Record Series	Record Series Subject and Description	Record Custodian	Retention Requirement	Active Definition	Retention Period Justification; Authorities; Remarks	
PST2005	<p>Public Safety-Reports/Case Files</p> <p>Investigative records pertaining to cases where there is no suspect, no continued investigation, and/or a misdemeanor crime, handled by the Police and other public safety divisions departments. Includes evidence such as videos, film, negatives, photographs, etc. that may pertain to a case but may not be kept in the actual case file.</p> <p>Reports/Case Files related to assists, civil complaints, property, impounds, injury, traffic, transport, and warrants.</p>	Anchorage Police Department	5			
PST2010	<p>Public Safety-Reports/Case Files</p> <p>Investigative records pertaining to cases where there is a suspect, continued investigation, and a felony crime, handled by the Police and other public safety divisions departments. Includes evidence such as videos, film, negatives, photographs, etc. that may pertain to a case but may not be kept in the actual case file.</p> <p>Reports/Case Files related to robbery, burglary, embezzlement, and domestic violence.</p>	Anchorage Police Department	10			
PST2020	<p>Public Safety-Property Records</p> <p>Records related to disposable and destructible property that comes into the possession of the Anchorage Police Department. The property is classified as evidence, found, or safekeeping. Individual record of property/evidence/found taken into custody. May include date, names, addresses, signatures, description, serial numbers, condition, location/bin, complaint report number, comments and disposition.</p>	Anchorage Police Department	Active + 3	Active until property is disposed of.	<p>State of Alaska Record Retention Schedule 300.1</p> <p>AMC 7.25 Disposition of Disposable Property</p> <p>AS 12.36.020</p> <p>AS 12.36.200</p>	
PST3000	<p>Public Safety Training Curriculum</p> <p>Records related to the training curriculum for public safety personnel. This includes officer training, specialty team training, instructor training, supervisor school curriculum, observation reports, schedules, certificates of attendance, firearms and defensive tactic logs, lesson plans, and evaluations.</p>	Anchorage Police Department	30			
PST4000	<p>Public Safety- Statistics</p> <p>Records relating to statistical compilations of activities concerning public safety within the local jurisdiction. Includes stolen property lists, sex offender information etc.</p>	Traffic; Anchorage Police	Indefinite - Review every 20 years		AS 12.62.190	



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Revision #	Effective Date	Ret. Sched. Code
All	All	All			
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PUB1000	Public Relations- Publicity- Employee, Industry, Government & Customer Relations Records related to participation or promotion of City activities with employees, other government entities, and the general public. Often includes City official's reading and correspondence files that have retention value. Includes Public Notices	Internal Audit; Emergency Management; Parks & Recreation; Real Estate; Equity & Justice; Port of Alaska; Safety; Merrill Field Airport; Public Works; Ombudsman; Library; Building Services; Anchorage Fire Department; Transportation Inspection Agency; Public Transportation; Health and Human Services; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Anchorage Equal Rights Commission; Planning; Development Services	5		40 CFR 141.33 40 CFR 141.405 Some records in this series may have historical value. These records may require re-classification to HIS1000 prior to final disposition.
PUB3000	Public Relations- Publicity- Historical Records related to marketing and promoting the City's image and activities such as press releases, publications and photographs/images.	Anchorage Fire Department; Municipal Manager; Mayor; Anchorage Water & Wastewater Utility ; Equity & Justice	Permanent		
REF000	Reference Records and non-record material maintained for reference purposes only.	All Agencies	Until Administrative Need is Met		
REF1000	Reference- Vital Records/Security Backup Copies of records prepared to provide the City information in case of disaster or loss of information.	Information Technology; Public Transportation; Health and Human Services; Anchorage Water & Wastewater Utility	Active		
ROM1000	Resource Operations & Maintenance- Engineering, Construction, & Infrastructure Records related to the design, construction, layout and survey of City buildings and facilities. Records include plans, drawings, maps, inspection reports, geotechnical data, GIS, survey/plat, environmental studies, plot plans, layouts, site selection for proposed facilities and other supporting documentation. Also includes project files for the construction of City facilities and infrastructure.	Port of Alaska; Parks & Recreation; Merrill Field Airport; Library; Building Services; Anchorage Fire Department; Geographic Data and Information Center; Public Transportation; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Planning; PM&E; Maintenance & Operations; Traffic	Permanent		18 CFR 12.12 AS 09.10.055 18 AAC 60.235



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Revision #	Effective Date	Ret. Sched. Code
All	All	All			
1	2	3	4	5	6
Record Series	Record Series Subject and Description	Record Custodian	Retention Requirement	Active Definition	Retention Period Justification; Authorities; Remarks
ROM2000	Resource Operations & Maintenance- Repair and Maintenance Records documenting the maintenance and repair of City property, vehicles, equipment, facilities, and other structures. Includes inspection reports and logs.	Information Technology; Merrill Field Airport; Anchorage Fire Department; Public Transportation; Health and Human Services; Solid Waste Services ; Anchorage Water & Wastewater Utility ; Maintenance & Operations; Anchorage Police	Active + 6	As long as facility or equipment is owned/leased by the City	40 CFR 141.91
ROM5000	Resource Operations & Maintenance- Landfill Design, construction and operating records	Solid Waste Services	Active + 30	Until landfill is closed	18 AAC 60.235
ROM9900	Resource Operations & Maintenance- General Records related to building, operating or maintaining City infrastructure not covered elsewhere. Includes reading and correspondence files that do not fall under other record series.	Solid Waste Services ; Anchorage Water & Wastewater Utility	6		
UNK000	Unscheduled Content of records is not represented on the Record Retention Schedule	All Agencies			Contact the Records Management Officer for assistance.