3.95 RECORDS MANAGEMENT

Repeal and Reenactment
TO PROVIDE FOR AN UP-TO-DATE RECORDS AND INFORMATION MANAGEMENT PROGRAM

• An initiative that began three administrations ago.
• Worked on my committee members over many months.
• Committee members included, the Clerk’s office, Risk Management, Finance Department, Information Technology, Human Resources, Police Department, Fire Department and the Municipal Attorney’s office.
3.95.010 DEFINITIONS

- Updated definitions;
- New definitions include defined roles within agencies;
The Records Management Program shall include the Records Management Officer, Records Management Governance Committee, and Record Custodians.

The existing version does not identify stakeholders and their responsibilities.
Formerly 3.95.030 Records Management Officer

The Records Management Governance Committee is added while maintaining the authority of the Records Management Officer.
Specific duties were removed, some of which are outdated, instead refers to duties outlined in Records Management manual, policies and procedures.
3.95.050 RECORDS RETENTION SCHEDULE

• Formerly 3.95.050 Records Center and Archive, this is no longer applicable.

• Establishes the basis for record retention requirements.

• Establishes the process in which changes are made to the record retention schedule and the duty to keep the Assembly informed.
**EXISTING PROCESS VS PROPOSED PROCESS**

**Existing:** Agency → Records Management Officer → Municipal Archivist → Clerk’s Office → Internal Audit → Controller → Records Management Officer → Assembly

**Proposed:** Agency → Committee → Municipal Attorney → Assembly receives notification via AIM.
3.95.060 RECORDS DISPOSITION

• Formerly 3.95.060 Records Retention Schedule.
• Briefly addresses the disposition of Municipal records in accordance with the Municipal Records Retention Schedule.
3.95.070 COPIES OF RECORDS

• Formerly 3.95.080 Copies of Records.
• Removed specific language: photostatic, photographic, microphotographic, microfilm or other mechanical…
3.95.080 CUSTODY AND OWNERSHIP OF RECORDS

• Formerly 3.95.090 Custody and ownership of records.

• Assigns duty of recovery of records to the agency holding legal custody of the records versus the Records Management Officer.
COMPARISON

3.95 RECORDS MANAGEMENT

PROPOSED CHANGES

• 3.95.010 Definitions
• 3.95.020 Record management program
• 3.95030 Records Management Program Oversight-Includes Records Management Officer
• 3.95.040 Establishment of standards and procedures

EXISTING 3.95 RECORDS MANAGEMENT

• 3.95.010 Definitions
• 3.95.020 Records management program.
• 3.95.030 Records Management Officer
• 3.95.040 Establishment of standards and procedures; records manual
### Comparison

<table>
<thead>
<tr>
<th>3.95 Records Management Proposed Changes</th>
<th>Existing 3.95 Records Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 3.95.050 Records Retention Schedule</td>
<td>• 3.95.050 Records center and archive.</td>
</tr>
<tr>
<td>• 3.95.060 Records Disposition</td>
<td>• 3.95.060 Records retention schedule</td>
</tr>
<tr>
<td>• 3.95.070 Copies of records</td>
<td>• 3.95.070 Disposal of records</td>
</tr>
</tbody>
</table>
## COMPARISON

### 3.95 RECORDS MANAGEMENT
#### PROPOSED CHANGES
- 3.95.080 Custody and ownership of records
- 3.95.090 Authority to prescribe additional regulations.

### EXISTING 3.95 RECORDS MANAGEMENT
- 3.95.080 Copies of records
- 3.95.090 Custody and ownership of records.
- 3.95.095 Applicability of chapter to Anchorage Telephone Utility (Repealed)
- 3.95.100 Authority to prescribe additional regulations.