

## 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;

## 3.95.020 RECORDS MANAGEMENT PROGRAM

- 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.

## 3.95.030 RECORDS MANAGEMENT PROGRAM OVERSIGHT

- Formerly 3.95.030 Records Management Officer
- The Records Management Governance Committee is added while maintaining the authority of the Records Management Officer.

## 3.95.040 ESTABLISHMENT OF STANDARDS AND PROCEDURES

- Specific duties were removed, some of which are outdated, instead refers to duties outlined in Records Management manual, policies and procedures.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- Formerly 3.95.050 Records Center and Archive, this is no longer applicable.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

## 3.95 RECORDS MANAGEMENT PROPOSED CHANGES

- 3.95.050 Records Retention Schedule
- 3.95.060 Records Disposition
- 3.95.070 Copies of records

## EXISTING 3.95 RECORDS MANAGEMENT

- 3.95.050 Records center and archive.
- 3.95.060 Records retention schedule
- 3.95.070 Disposal of records

# 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.