



MUNICIPALITY OF ANCHORAGE

Assembly Memorandum

No. AM 363-2022

Meeting Date: July 12, 2022

1 **FROM: MAYOR**

2
3 **SUBJECT: AN ORDINANCE REPEALING AND REENACTING ANCHORAGE**
4 **MUNICIPAL CODE CHAPTER 3.95 TO UPDATE THE RECORDS**
5 **AND INFORMATION MANAGEMENT PROGRAM TO REFLECT**
6 **MODERN OPERATIONAL CONSIDERATIONS.**
7

8 The Office of Information Technology, which houses the Records Management
9 Division, proposes necessary changes to Anchorage Municipal Code 3.95. The
10 suggested changes provide for an up-to-date records management program
11 reflecting modern operational considerations.
12

13 The proposed updates include the establishment of a Records Management
14 Governance Committee, defined roles within agencies, agency responsibilities,
15 and streamlining the process of making needed changes to record retention
16 schedules.
17

18 Members from eight departments, primarily department heads or their designee,
19 participated in the review and proposed updates of Anchorage Municipal Code
20 3.95 over two years. The departments included the Clerk's Office, the Municipal
21 Attorney's Office, Risk Management, Human Resources, Anchorage Police
22 Department, Anchorage Fire Department, and the Office of Information
23 Technology. These participants, and others, will form the proposed Records
24 Management Governance Committee while retaining the authority of the Records
25 Management Officer.
26

27 The changes made to Anchorage Municipal Code 3.95, if approved, will allow for
28 much-needed updates to existing policies and procedures, some more than 25
29 years old.
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31 The proposed ordinance has no private-sector economic effects and local
32 government effects are less than \$30,000, therefore, a summary of economic
33 effects is not included.
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36 **THE ADMINISTRATION RECOMMENDS APPROVAL.**

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38 Prepared by: Anna Plant, Records Management Specialist
39 Approved by: Marc Dahl, Chief Information Technology Officer
40 Concur: Blair Christensen, Acting Municipal Attorney

AM re repealing and reenacting
Chapter 3.95 Records Management

- 1 Concur: Travis C. Frisk, CFO
- 2 Concur: Amy Demboski, Municipal Manager
- 3 Respectfully submitted: Dave Bronson, Mayor