FROM: MAYOR

SUBJECT: AN ORDINANCE REPEALING AND REENACTING ANCHORAGE MUNICIPAL CODE CHAPTER 3.95 TO UPDATE THE RECORDS AND INFORMATION MANAGEMENT PROGRAM TO REFLECT MODERN OPERATIONAL CONSIDERATIONS.

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

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

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

The changes made to Anchorage Municipal Code 3.95, if approved, will allow for much-needed updates to existing policies and procedures, some more than 25 years old.

The proposed ordinance has no private-sector economic effects and local government effects are less than $30,000, therefore, a summary of economic effects is not included.

THE ADMINISTRATION RECOMMENDS APPROVAL.

Prepared by: Anna Plant, Records Management Specialist
Approved by: Marc Dahl, Chief Information Technology Officer
Concur: Blair Christensen, Acting Municipal Attorney
AM re repealing and reenacting
Chapter 3.95 Records Management

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<td>Travis C. Frisk, CFO</td>
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