ANCHORAGE, ALASKA
AO No. 2022-71

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

WHEREAS, the Municipality of Anchorage recognizes the need to provide for an
up-to-date records and information management program reflecting modern
operational considerations.

WHEREAS, the Municipality’s Records Management Code, Chapter 3.95 lacks an
up-to-date records management structure that encompasses modern practices
and standards.

WHEREAS, the Municipality of Anchorage adopts the following changes to the
records management program to allow for 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; now, therefore,

THE ANCHORAGE ASSEMBLY ORDAINS:

Section 1. Anchorage Municipal Code chapter 3.95 is hereby repealed and
reenacted to read as follows:

3.95.010 - Definitions.

The following words, terms, and phrases, when used in this chapter, shall
have the meanings ascribed to them in this section, except where the
context clearly indicates a different meaning:

Agency means the assembly and any department, division, board, or
commission of the Municipality.

Disposition means an action taken with regards to records, including
destruction, transfer to another entity, or preservation.

Record means any information, regardless of physical form or characteristic
which is prepared, owned, used, or retained by the municipality in the
transaction of its business.

Record Coordination means the administration of the municipal records and
information management program within the agency to ensure records are
managed and dispositioned in accordance with this chapter.
Record Custody means the management of specific agency records. The record custodian is the agency head or their designee.

Records Management Governance Committee (“RMGC” or “Committee”) means a committee established to provide oversight of the records and information management program.

Records Management Officer means the director of the Information Technology Department, or their designee. The Records Management Officer is responsible for the management of the records and information management program policies and procedures.

Records Retention Schedule means a comprehensive list of records that indicates the way records are maintained and destroyed in accordance with applicable laws, regulations, and business requirements.

Transitory Record means a temporary record and not listed in the municipality’s records retention schedule(s). Transitory records should be destroyed when no longer needed for agency business. Examples of transitory records include but are not limited to preliminary drafts; secondary or duplicate copies; external catalog, advertisements, or notices; communications of basic or routine information; working notes; and reference materials.

3.95.020 – Records and information management program.

A. There shall be a records and information management program in the Information Technology Department. The records and information management program provides for the orderly and efficient management, retention, preservation, and disposal of records in accordance with this chapter.

B. The records and information management program consists of the Records Management Officer, the Records Management Governance Committee, and each municipal agency’s record custodian.

C. All municipal agencies are responsible for managing their records and information according to this chapter and the records and information management program policies and procedures. No agency is exempt from the records and information management program requirements.

3.95.030 – Records and information management program oversight.

There is hereby established a Records Management Governance Committee composed of representatives from the information technology department, the municipal clerk’s office, the municipal attorney’s office, risk management, human resources, the anchorage police department, and the anchorage fire department. The Records Management
Governance Committee has the authority to develop policy and procedure and to approve or reject any recommendations or requests for changes to the municipal records retention schedule(s) subject to the approval of the Records Management Officer.

3.95.040 - Establishment of standards and procedures; records manual.

The Municipal Records Management Officer shall develop a records manual which shall reflect policies and identify proper records procedures for all municipal agencies. Each agency shall manage its records in accordance with the records manual, policies, and procedures.

3.95.050 – Records retention schedule.

A. A records retention schedule shall have a required minimum and maximum retention period.

B. The retention periods recommended for each record series are established by legal, fiscal, administrative, operational, or historical purpose. Each retention period shall be reviewed by the respective record custodian(s) and the municipal attorney’s office.

C. The Records Management Governance Committee shall approve or reject any recommendations or requests for changes to the records retention schedule and shall provide a copy of approved changes in an Assembly Information Memorandum (AIM).

D. The Records Management Officer is responsible for maintaining and publishing the records retention schedule.

3.95.060 – Records disposition.

Records retention and disposition shall follow the municipal records retention schedule.

3.95.070 - Copies of records.

Records not otherwise required by law to be preserved in original form, and records that are worn or damaged, may be copied with an electronic process which produces a clear, accurate and accessible copy of the original. The copy shall be accessible and durable for as long as the retention schedule requires and shall be destroyed at the end of the retention period. The copy shall be considered as the original record for all purposes and the original may be destroyed.

3.95.080 - Custody and ownership of records.

A. All records are the property of the municipality unless otherwise provided for by law.
B. All records in the possession of an employee shall be provided to the employee’s supervisor or successor prior to the end of employment.

C. A record custodian may initiate actions to recover records unlawfully removed from municipal possession.

Section 2. This ordinance shall be effective immediately upon passage and approval by the Assembly.

PASSED AND APPROVED by the Anchorage Assembly this _______ day of ________________, 2022.

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Chair of the Assembly

ATTEST:

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Municipal Clerk