

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 Anchorage Municipal Code chapter 3.95 is hereby repealed and reenacted to read as follows: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

1 *Record Custody* means the management of specific agency records. The
2 record custodian is the agency head or their designee.

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

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

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

16
17 *Transitory Record* means a temporary record and not listed in the
18 municipality’s records retention schedule(s). Transitory records should be
19 destroyed when no longer needed for agency business. Examples of
20 transitory records include but are not limited to preliminary drafts;
21 secondary or duplicate copies; external catalog, advertisements, or notices;
22 communications of basic or routine information; working notes; and
23 reference materials.

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25 **3.95.020 – Records and information management program.**

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27 A. There shall be a records and information management program in
28 the Information Technology Department. The records and
29 information management program provides for the orderly and
30 efficient management, retention, preservation, and disposal of
31 records in accordance with this chapter.
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33 B. The records and information management program consists of the
34 Records Management Officer, the Records Management
35 Governance Committee, and each municipal agency’s record
36 custodian.
37
38 C. All municipal agencies are responsible for managing their records
39 and information according to this chapter and the records and
40 information management program policies and procedures. No
41 agency is exempt from the records and information management
42 program requirements.

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44 **3.95.030 – Records and information management program oversight.**

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46 There is hereby established a Records Management Governance
47 Committee composed of representatives from the information technology
48 department, the municipal clerk’s office, the municipal attorney’s office,
49 risk management, human resources, the anchorage police department,
50 and the anchorage fire department. The Records Management

1 Governance Committee has the authority to develop policy and procedure
2 and to approve or reject any recommendations or requests for changes to
3 the municipal records retention schedule(s) subject to the approval of the
4 Records Management Officer.

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6 **3.95.040 - Establishment of standards and procedures; records**
7 **manual.**

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

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14 **3.95.050 – Records retention schedule.**

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16 A. A records retention schedule shall have a required minimum and
17 maximum retention period.
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19 B. The retention periods recommended for each record series are
20 established by legal, fiscal, administrative, operational, or historical
21 purpose. Each retention period shall be reviewed by the respective
22 record custodian(s) and the municipal attorney’s office.
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24 C. The Records Management Governance Committee shall approve or
25 reject any recommendations or requests for changes to the records
26 retention schedule and shall provide a copy of approved changes in
27 an Assembly Information Memorandum (AIM).
- 28
29 D. The Records Management Officer is responsible for maintaining and
30 publishing the records retention schedule.

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32 **3.95.060 – Records disposition.**

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

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37 **3.95.070 - Copies of records.**

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

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47 **3.95.080 - Custody and ownership of records.**

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49 A. All records are the property of the municipality unless otherwise
50 provided for by law.

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- 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.

Chair of the Assembly

ATTEST:

Municipal Clerk