

## Chapter 3.95 RECORDS MANAGEMENT<sup>1</sup>

### 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, office, board or commission of the municipality.

*Record* means any information developed or received under law or in connection with the transaction of agency business and preserved or appropriate for preservation as evidence of the organization, function, policies, decisions, procedures, operations or activities of the municipality or because of their informational value. A record may originate in any form including but not limited to spoken words, handwriting, typewriting, printing, photostating, photographing and any other form of communication or reproduction, and be preserved upon any medium, including but not limited to paper, magnetic or paper tape, photographic film or prints, magnetic or punched cards, discs, drums and phonograph records, or any electronic format. The term "records" does not include:

1. Library and museum material developed or acquired and preserved solely for reference, historical or exhibition purposes, extra copies of documents preserved solely for convenience of reference, or stocks of publications and processed documents.
2. Reference files.
3. Transitory files.

*Reference files* means copies of notes, feeder notes and similar working papers accumulated in preparation of a communication, study or other writing or record.

*Transitory files* means transmittal letters, suspense copies when a reply has been received, routine requests for information and publications, tracer letters, feeder reports and the like.

(AO No. 83-56; AO No. 2007-81, § 1, 6-12-07)

Cross reference(s)—Definitions and rules of construction generally, § 1.05.020.

### 3.95.020 Records management program.

There shall be a records management program in the office services division of the department of information technology. The records management program shall provide for the orderly and efficient management, retention, preservation and disposal of records in accordance with this chapter.

(AO No. 83-56; AO No. 2002-69, § 5, 5-14-02)

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<sup>1</sup>Cross reference(s)—Anchorage police and fire retirement system, ch. 3.85.

State law reference(s)—Management and preservation of public records, AS 40.21.010—40.21.140.

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### **3.95.030 Records management officer.**

The director of the department of information technology or his designee shall be the records management officer. The records management officer shall administer the records management program and perform the duties set forth in this chapter.

(AO No. 83-56; AO No. 2002-69, § 6, 5-14-02)

### **3.95.040 Establishment of standards and procedures; records manual.**

- A. The records management officer shall develop a records manual which will identify proper records procedures for all municipal agencies. Each agency shall manage its records in accordance with the records manual.
- B. In accordance with the records manual the records management officer shall:
  - 1. Establish standards for records maintenance and security within agencies.
  - 2. Make continuing surveys of paperwork operations and implement improvements in current records management practices, including the use of space, equipment and supplies.
  - 3. Initiate programs for improving the management of correspondence, forms, reports and directives as integral parts of the records management program.
  - 4. Institute and maintain a training and information program in all phases of the management of current records for all agencies.
  - 5. Establish standards for preparing records retention schedules.
  - 6. Recommend and obtain from agencies records retention schedules conforming to this chapter and administer schedules approved under this chapter.
  - 7. Obtain from agencies reports and other information necessary for the administration of the records management program.
  - 8. Provide centralized microfilm service for agencies.

(AO No. 83-56)

### **3.95.050 Records center and archive.**

- A. The records management officer shall establish and operate a records center for the purposes of accepting, servicing, microfilming, storing and protecting records which must be preserved for varying periods of time but which are not needed for the transaction of current business.
- B. The records management officer shall establish and operate an archive for the preservation, arrangement, repair, duplication, reproduction, description and retrieval of records to be retained permanently by the municipality.
- C. In operating the records center and archive, the records management officer shall:
  - 1. Prepare inventories, indices, catalogs and other finding aids or guides to facilitate the use of the records center and archive.
  - 2. Accept documents that have been deemed appropriate for preservation by the municipality as evidence of its organization, functions, policies, decisions, procedures and transactions.

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3. Establish and maintain a master retention schedule for all records.

(AO No. 83-56)

### **3.95.060 Records retention schedule.**

- A. Each agency shall prepare, in accordance with the records management manual, a schedule stating for each type of record produced by the agency:
  1. The duration for which the agency will retain the record for the transaction of current business.
  2. The duration after which the record will have no further legal, administrative, fiscal or historical value, and may be destroyed.
- B. Each agency shall update its records retention schedule at reasonable intervals.
- C. The records management officer shall compile the submissions under subsection A of this section into a master retention schedule, which shall be submitted to the municipal clerk, internal auditor and controller for review.
- D. All records shall be transferred to the records center in accordance with the master retention schedule adopted under this section.

(AO No. 83-56)

State law reference(s)—Management and preservation of public records, AS 40.21.010.

### **3.95.070 Disposal of records.**

- A. Until such time as the assembly approves a master retention schedule, no records may be destroyed without assembly approval.
- B. Upon assembly approval of a master retention schedule, agencies shall dispose of records in accordance with that schedule.
- C. An agency may dispose of reference files and transitory files at the agency's discretion when they no longer are required for the transaction of municipal business.
- D. Records of a confidential nature shall be disposed of by shredding. All other records shall be disposed of in an appropriate manner.

(AO No. 83-56)

State law reference(s)—Disposal of public records by municipality, AS 40.21.080.

### **3.95.080 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 by photostatic, photographic, microphotographic, microfilm or other mechanical or 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 retention period. All records copied under this section shall be maintained as set forth in the records manual. Upon meeting the provisions in this chapter, the copy shall be considered as the original record for all purposes and the original may be destroyed.

(AO No. 83-56; AO No. 2007-81, § 2, 6-12-07)

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### **3.95.090 Custody and ownership of records.**

- A. All records are the property of the municipality unless otherwise provided for by law.
- B. At the end of his term of office or employment, a municipal official or employee shall deliver all of the records in his possession to his supervisor or successor.
- C. The records management officer may initiate actions to recover records unlawfully removed from municipal possession.

(AO No. 83-56)

### **3.95.095 Applicability of chapter to Anchorage Telephone Utility. (Repealed)**

(AO No. 91-173(S); AO No. 2007-81, § 3, 6-12-07)

### **3.95.100 Authority to prescribe additional regulations.**

The records management officer may promulgate regulations in accordance with chapter 3.40 to implement, interpret or make specific the provisions of this chapter.

(AO No. 83-56)