1	Submitted by: Chairman of the Assembly
3	at the Request of the Mayor Prepared by: Information Technology
4	CLERK'S OFFICE For reading: March 16, 2004
5	APPROVED
2 3 4 5 6 7	Date: 3-16-04 ANCHORAGE, ALASKA AR NO. 2004- 62
8	
9	A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPROVING
10	THE REQUEST TO CREATE THE RECORDS RETENTION SCHEDULE FOR THE
11	REAL ESTATE SERVICES DEPARTMENT, IN ACCORDANCE WITH MUNICIPAL
12 13	POLICY AND PROCEDURE 52.2.
14	THE ANGLIGRACE MUNICIPAL ACCEMBLY DECOLVED.
15 16	THE ANCHORAGE MUNICIPAL ASSEMBLY RESOLVES:
17	Section 1. That the Real Estate Services Department will create a Records
18	Retention Schedule, with item #'s 1, 2, 3, 4, 5, and 10, to accommodate the storage of
19	the following Records Series Titles
20	4 TAY OAL FO OF FOREST COER PROPERTY
21	1. TAX SALES OF FORECLOSED PROPERTY
22	2. MUNICIPAL PROPERTY SALES
23	MUNICIPAL PROPERTY PURCHASES MUNICIPAL PROPERTY LEASES
24 25	5. PRIVATE SECTOR LEASED PROPERTY
26	10. REAL ESTATE SERVICES CORRESPONDENCE
27	10. NEAE ESTATE SERVICES SONNESFONDENCE
28	Section 2. That the Real Estate Services records which were formerly included under
29	Finance/Treasury/Tax Section's Retention Schedule (items numbers 4, 9, and 11), are
30	now listed on Real Estate Services draft Records Retention Schedule as Item Numbers
31	6, 7, 8, and 9. Items to be removed from the Finance/treasury/ Taxes Records
32	Retention Schedule are:
33	
34	4. LITIGATION REPORTS AND DOCUMENTATION
35	TAX FORECLOSURE RECORDS, JUDGMENT OF DECREE, CLERK'S DEED,
36	PUBLICATIONS, COST WORKSHEETS, REDEMPTION CERTIFICATES,
37	VOUCHER REQUESTS.
38	11. CERTIFIED MAIL RETURN RECEIPTS, FORCLOSURE AND DEED,
39	CERTIFIED POSTAGE LIST.
40	House included in the Deal Estate Comises December Detection in all 100 of
41	Items included in the Real Estate Services Record Retention in place of
42	Finance/Treasure/Taxes Items Numbered 4, 9, and 11 are:
43	

6. FORECLOSURE/DEED

44

45

47

- 7. REPURCHASED/SOLD DEEDED PARCEL FILES
- 46 8. TAX DEEDED PROPERTY SALES ACCOUNTING FILES
 - 9. CERTIFICATES OF REDEMPTION

	AR 2004-62 Page 2
1 2 3 4 5 6	PASSED AND APPROVED by the Anchorage Assembly this <u>//e//h</u> day of <u>March</u> , 2004.
7 8 9 10	Chair
11 12 13	ATTEST:
14 15 16 17 18	Municipal Clerk



MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

No. AM 253-2004

Meeting Date: March 16, 2004

FROM:

Mayor

SUBJECT:

Assembly Resolution Accepting a Request to Create the Records Retention Schedule for the Real Estate Services Department, in Accordance with Municipal Policy and Procedure 52-2

The Real Estate Services Department has created a separate Records Retention Schedule, due to the reorganization of their department which as resulted in records which were under the control of the Finance department, Treasury/Taxes division, now being administered by the Heritage Land Bank, Real Estate Services division as of January 2001.

Real Estate Services is creating a new Records Retention Schedule and adding item numbers 1, 2, 3, 4, 5, and 10 which are being established to accommodate storage of the following Records Series Titles:

1	7
1	8
1	9
2	0
2	1
2	2
	3
	4

Retention Schedule			Records		
Item No.	Record Series Title	Office	Center	Destroy	Vital
1.	TAX SALES OF FORECLOSED PROPERTY				Р
2.	MUNICIPAL PROPERTY SALES		5	Χ	
3.	MUNICIPAL PROPERTY PURCHASES		7	Χ	
4.	MUNICIPAL PROPERTY LEASES		3	Χ	
5.	PRIVATE SECTOR LEASED PROPERTY		3	Χ	
10.	REAL ESTATE SERVICES	C+1	3	Χ	
	CORRESPONDENCE				

Real Estate Services records that were included under Finance/Treasury/Tax Section's Retention Schedule (Item Numbers 4, 9, and 11), are now listed on Real Estate Services draft Records Retention Schedule as Item Numbers 6, 7, 8, and 9. The documents are organized by parcel activity instead of by document type, which resulted in 4 (four) items on the Real Estate Services Records Retention Schedule instead of the original 3 (three) from the Finance/Treasure/Taxes Records Retention Schedule.

Items to be removed from the Finance/treasury/ Taxes Records Retention Schedule are:

36 37	Retention Schedule			Records		
38	Item No.	Record Series Title	Office	Center	Destroy	Vital
39	4	LITIGATION REPORTS AND	C+3	7	X	
40		DOCUMENTATION				
41	9	TAX FORECLOSURE RECORDS, JUDGMENT	C+3	7	Χ	
42		OF DECREE, CLERK'S DEED, PUBLICATIONS,				
43		COST WORKSHEETS, REDEMPTION				
44		CERTIFICATES, VOUCHER REQUESTS.				
45	11	CERTIFIED MAIL RETURN RECEIPTS,	C+3	7	X	
'	•					

AR 2004-62

1 2	T	FORCLOSURE AND I POSTAGE LIST.	•	15			
3			tate Services Record	1 Retention in	place of Finan	ice/Treasure/Ta	axes
4	Items Num	pered 4, 9, and 11	are:				
5 6 7 8 9							
6	Retention						
/ 0	Schedule	Decord Corios Title		05	Records	Dantan	184-1
å	Item No. 6	Record Series Title FORECLOSURE/DEE	n	Office C+3	Center 7	Destroy	Vital
10	7	REPURCHASED/SOL		C+3	7	X X	
11	•	FILES		0.0	•	^	
12	8	TAX DEEDED PROPE	RTY SALES	C+2	8	X	
13		ACCOUNTING FILES			-		
14	9	CERTIFICATES OF R	EDEMPTION	C+3	7	X	
15							
16	THE ADM	NISTRATION R	ECOMMENDS AP	PROVAL OF	THE REOUE	ST FOR	
17			EDS RETENTION S		•		
18		DEPARTMENT			0111111111111		
19	SERVICES.	DELIMINE	•				
20	Dropored by		Troy W. Cryonson	Dinastan Infa		alaan Damanta	
	Prepared by	•	Troy W. Swanson,	•		lology Departin	lent
21	Concur:		Denis C. LeBlanc,	-	nager		
22	Respectfully	y submitted:	Mark Begich, Mayo	or			
23							
24							
25							
26	Attachment						



MUNICIPALITY OF ANCHORAGE MEMORANDUM

DATE:

October 6, 2003

TO:

Terry L. Daniels, Acting Manager, IT

FROM:

Carla Johnson, FRCL Specialist, Real Estate Services

SUBJECT:

Draft Records Retention Schedule for Real Estate Services

As provided in the Municipal Policy/Procedures, please process Real Estate Service's "Draft Records Retention Schedule".

The Draft Retention Schedule Item Numbers 1, 2, 3, 4 and 5 are being established to accommodate storage of the indicated Records Series Titles.

Real Estate Services records that were formerly included under Finance/Treasury/Tax Section's Retention Schedule Item Numbers 4, 9, and 11 are listed on Real Estate Services Draft Records Retention Schedule as Item Numbers 6, 7, 8, and 9. In addition, the draft schedule includes a new Records Series Title 'Correspondence' under Retention Schedule Item Number 10, to accommodate storage of general correspondence.

If you have any questions, do not hesitate to contact me at X4053.



Municipality of Anchorage Management Information Systems Accounting & Office Services Records Management



Date: October 28, 2003

To: Municipal Clerk Office – Barbara Gruenstein

'Internal Audit - Peter Raiskums

Municipal Controller - Glenda Gibson

Thru: 'Chief Technology Officer – Terry Daniels

From: ITD Records Management – Dale Mayfield

Subject: Records Retention Approval

In Accordance with Municipal Policy and Procedure 52-2.

The {Real Estate Services} Department has requested a revision to their Retention Schedule, due to the reorganization of the Department. This agency has prepared a draft Records Retention Schedule which is attached for your review and approval. If you have any questions, or find needed changes, the draft schedule must be sent back to the Department for revision. It should then be re-routed for signature. Once all approvals are received, the retention schedule should be returned to the Records Management Officer who will then submit the schedule to the Assembly for adoption. Upon final action by the Assembly the file copy of the schedule will be returned to Records Management and forwarded to agency.

I, the undersigned, have reviewed and approved this new retention schedule in accordance with Municipal Policy and Procedure 52-2:

To Daniel	10.29.03
Municipal Records Management Officer	Date
Below 5 Brent Municipal Clerk	11/20/03
Municipal Clerk	Date
ILV	11-6-03
Internal Audit	Date
Man Weddleton	11/18/03
Controller	Date



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

For Records Center use only

							AND DESCRIPTION OF THE PERSON	
HERITA	HERITAGE LAND BANK/REAL ESTATE SERVICES	343	343-4053		9809		ı.	10/3/03
	×	3	4 remen	Cal Peters	S. gen.	ACTION	9	
RETENTION SCHEDULE TEM 40	RECORDS SERIES TITLE	RECORD COPY HELD BY	(bear)	PECOPOS CENTES (years)	77 (g)	DESTROY (X)	A SOUTH	
	TAX SALES OF FORECLOSED PROPERIT						ŝ	VITTALL XECONDS
•	MUNICIPAL PROPERTY SALAS			\$	(3 * 1)	(%)	•	
•	MUNICIPAL PROPERTY PONCHASES			T.		(2)		
	and the property of the same			•		(3)		
9	PRIVATE SECTOR LEASED PROPERTY			•		(*)		
•	rongeriosumes/spiese		643		11.17	(X)	1	FRCE/Deed vital records are recorded at the State Recorder's Office
	SWILL TROUBLE DREEDED BARCEL FILES.		6	Ł		(x)	()	Vital records are stored as Netention Sched. Item No. 1
	TAN DEEDEL PROPERTY SALES ACCTO FILES		242	•		(8)		
6	CHARTERICANES OF RESERVENCY		8		•	(8)		
07	REALL RST. SERVICES CORRESPONDENCE		8	•			•	
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+ = Curre	C + = Current + Years	Place Place agent	The number of years which record Place 'X' in the applicable column. These type of records are valuable agency is dependent on them.	ears which opplicable o cords are vident on the	records are olumn. aluable and m.	held by the irreplaceat	e agency a	The number of years which records are held by the agency and/or the Records Center. If permanent use the letter 'P'. Place 'X' in the applicable column. These type of records are valuable and irreplaceable if destroyed. They should never be destroyed and rarely transferred, because the agency is dependent on them.
91-042 (Rev 6/85) *	7 REMARKS:	Pleas	e note any	special cor	iditions rega	arding origi	nation, mar	Please note any special conditions regarding origination, mandates, dispositions, legal considerations, etc.

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67)	Adjustment research sheets/Sup. Doc.		X+2	2	()	(X)	-	Includes taxpayer c filed by parcel ID#	Includes taxpayer correspondence	dence
4	Litigation Reports & Documentation		£3	7	()	(x)	()	() For Deed taking.	ğ.	
3	Tax Refuids		A+2	,	^ >	(x)	()	Copies of check requests	sk requests.	
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6	Tax foreclosure Records, Judgment of Decree, Clerk's Deed, Publications,		C#3	7	()	(x)	()			
	Cost Worksheets, Redemption Cert.'s. Voucher Requests.				{ }	()	()			
10	Taxes Accounts Receivable, Month End Nicrofilm		6.		•	~	(X)			
=	Certified mail return receipts, Frol. & Deed, Certified Postage List		£ 1 3	7	()	(X)	()			
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13	Daily Balancing, Tax System Transaction Report		ပ		()	()	^			
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MUNICIPALITY. ANCHORAGE

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Content Information

Content ID: 001596

Type: AR AllOther - All Other Resolutions

A Resolution of the Anchorage Municipal Assembly Approving the Title: request to create the records retention schedule for the Real Estate Services Department, in accordance with Municipal Policy and

Procedure 52.2

Author: caset Initiating Dept: IT

Description: New Records Retention Schedule for HLB/Real Estate Services.

Keywords: HLB, RRS, Records Retention Schedule,

Date Prepared: 3/2/04 11:30 AM Director Name: Troy Swanson

Assembly Meeting _{03/16/04} Date MM/DD/YY:

Workflow History

	11011	1011 1110	,		
Workflow Name	Action Date	<u>Action</u>	<u>User</u>	Security Group	Content ID
AllOtherARWorkflow	3/2/04 11:43 AM	Checkin	casetl	Public	001596
IT_SubWorkflow	3/2/04 12:34 PM	Approve	swansontw	Public	001596
MuniManager_SubWorkflow	3/10/04 1:57 PM	Approve	katkusja	Public	001596
MuniMgrCoord_SubWorkflow	3/10/04 1:57 PM	Approve	katkusja	Public	001596

ADDENDUM - CONSENT AGENDA-RESOLUTIONS FOR ACTION-OTHER

פרדיים מנוורב 2004 MARTO PM 2:51 VUS