

Submitted by: Chairman of the Assembly
at the Request of the Mayor
Prepared by: Information Technology
For reading: March 16, 2004

CLERK'S OFFICE

APPROVED

ANCHORAGE, ALASKA

Date: 3-16-04

AR NO. 2004- 63

**A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPROVING
THE REQUEST TO MODIFY THE RECORDS RETENTION SCHEDULE FOR THE
MUNICIPAL LIGHT & POWER DEPARTMENT, IN ACCORDANCE WITH
MUNICIPAL POLICY AND PROCEDURE 52.2.**

THE ANCHORAGE MUNICIPAL ASSEMBLY RESOLVES:

Section 1. That the Municipal Light & Power Department will modify their existing Records Retention Schedule, with items 1-103 on the proposed schedule replacing in whole items 1-155 from the 1987 ML&P Records Retention Schedule. A summary of these changes follows:

1. Lines 1 of 1987 RRS – Regulatory orders were identified as subparts of a record series titled "Dockets" (line 36 of proposed RRS) and the retention period is reduced by FERC to C+6.
2. Lines 2-5 of 1987 RRS - Federal, state and local regulations were identified as records that serve as reference materials for daily operations and would not required retention unless contained within "Dockets" or other event files, as it would back up reasons for specific actions. Otherwise, formal regulations are maintained by those publishing agencies, and they can be contacted for reference if necessary. Thus those lines are deleted.
3. Line 6 of 1987 RRS is on Line 34 of the proposed RRS.
4. Line 7 of 1987 RRS is on Line 89 of the proposed RRS.
5. Line 8 – 11 & 13 of the 1987 RRS is represented on Lines 10, 34, 44, 70, and 96 of the proposed RRS, as licenses and respective applications for licenses pertain to specific operations/actions and thus require varying retention periods.
6. Line 12 of the 1987 RRS is on Line 10 of the proposed RRS.
7. Lines 14 - 16 of the 1987 RRS is on Lines 46, 54 & 55 of the proposed RRS.
8. Lines 17- 24 & 26 – 27 of the 1987 RRS is on Line 21 of the proposed RRS.
9. Line 25 of the 1987 RRS is on Line 22 of the proposed RRS.
10. Line 28 of the 1987 RRS is on Line 100 of the proposed RRS.
11. Line 29 of the 1987 RRS was identified as reference materials that may be requested from originating agency if needed, and thus deleted from the RRS.
12. Line 30 of the 1987 RRS is on Line 101 of the proposed RRS.
13. Line 31 of the 1987 RRS is on Line 16 of the proposed RRS.
14. Line 32 of the 1987 RRS is on Line 99 of the proposed RRS.
15. Line 33 of the 1987 is represented on Lines 1, 9, 14, 18, 25, 38, 40, 43, 45, 48, 50, 53, 56, 62, 63, 75, 76, 77, 79, 82, 91, 93, 95, 96, & 102, as "Reports and Surveys" is too broad a term to define such a wide variety of operational, legal, and fiscal reports that this agency generates.
16. Line 34 of the 1987 RRS is on Line 92 of the proposed RRS.

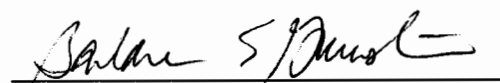
- 1 17. Line 35 & 36 of the 1987 RRS is on Line 83 of the proposed RRS.
- 2 18. Line 37, 38, 40 & 41 of the 1987 RRS is on Line 19 of the proposed RRS.
- 3 19. Line 39 of the 1987 RRS is on Line 17 of the proposed RRS.
- 4 20. Line 42 – 44 of the 1987 RRS was identified as never used, and thus deleted.
- 5 21. Line 45 of the 1987 RRS is on Line 17 of the proposed RRS.
- 6 22. Line 46 – 49 of the 1987 RRS is on Line 9 of the proposed RRS.
- 7 23. Line 50 of the 1987 RRS was identified as never used, and thus deleted.
- 8 24. Line 51 of the 1987 RRS is on Lines 28 & 31 of the proposed RRS.
- 9 25. Line 52 of the 1987 RRS is represented on Line 16 of the proposed RRS.
- 10 26. Lines 53 – 62 of the 1987 RRS are represented on Lines 25, 38, 63 & 91 of the
- 11 proposed RRS.
- 12 27. Line 63 of the 1987 RRS is on Line 53 of the proposed RRS.
- 13 28. Line 64, 65 & 68 of the 1987 RRS is on Line 39 of the proposed RRS.
- 14 29. Line 66 & 67 of the 1987 RRS is on Line 40 of the proposed RRS.
- 15 30. Line 69 of the 1987 RRS was identified as never used, and thus deleted.
- 16 31. Line 70 of the 1987 RRS is represented on Lines 66, 71, & 91 of the proposed
- 17 RRS.
- 18 32. Lines 71 – 73 of the 1987 RRS are represented on Lines 74 & 75 of the
- 19 proposed RRS.
- 20 33. Line 74 of the 1987 RRS is on Line 78 of the proposed RRS.
- 21 34. Line 75 of the 1987 RRS is on Lines 96 & 97 of the proposed RRS.
- 22 35. Line 76 of the 1987 RRS is on Line 75 of the proposed RRS.
- 23 36. Line 77 of the 1987 RRS is on Line 78 of the proposed RRS.
- 24 37. Lines 78, 80 & 83 of the 1987 RRS are represented on Lines 11, 40, 64, 65, 69,
- 25 & 72 of the proposed RRS.
- 26 38. Line 79 of the 1987 RRS is on Line 79 of the proposed RRS.
- 27 39. Lines 81 & 82 of the 1987 RRS is on Line 40 of the proposed RRS.
- 28 40. Line 84 of the 1987 RRS is on Line 75 of the proposed RRS.
- 29 41. Line 85 of the 1987 RRS is on Line 67 of the proposed RRS.
- 30 42. Lines 86, 89 & 90 of the 1987 RRS are on Line 69 of the proposed RRS.
- 31 43. Lines 87 and 88 of the 1987 RRS are represented on Lines 96 & 97 of the
- 32 proposed RRS.
- 33 44. Lines 91 & 92 of the 1987 RRS are on Line 72 of the proposed RRS.
- 34 45. Line 93 of the 1987 RRS is on Line 12 of the proposed RRS.
- 35 46. Line 94 of the 1987 RRS is on Line 67 of the proposed RRS.
- 36 47. Line 95 of the 1987 RRS is represented on Lines 24, 51, 65, 67, 69, 72, 96 & 97
- 37 of the proposed RRS, as retirement records pertain to various types of
- 38 equipment.
- 39 48. Line 96 of the 1987 RRS is represented on Lines 72 & 94 of the proposed RRS.
- 40 49. Line 97 of the 1987 RRS is on Line 13 of the proposed RRS.
- 41 50. Lines 98 & 99 of the 1987 RRS are represented on Lines 20, & 96 – 98 of the
- 42 proposed RRS.
- 43 51. Line 100 of the 1987 RRS is on Line 69 of the proposed RRS.
- 44 52. Line 101 of the 1987 RRS is on Line 67 of the proposed RRS.
- 45 53. Line 102 of the 1987 RRS is on Line 3 of the proposed RRS.
- 46 54. Lines 104 & 105 of the 1987 RRS is on Line 8 of the proposed RRS.
- 47 55. Lines 106 & 108 of the 1987 RRS is on Line 37 of the proposed RRS.
- 48 56. Line 107 of the 1987 RRS was identified as never used, and thus deleted.

- 1 57.Lines 109 – 114 of the 1987 RRS are represented on Lines 3 & 5 of the
2 proposed RRS.
3 58.Lines 115 & 116 of the 1987 RRS are on Line 24 of the proposed RRS.
4 59.Lines 117 & 118 of the 1987 RRS are on Lines 70, 86, & 96 of the proposed
5 RRS.
6 60.Lines 119 - 121 of the 1987 RRS are on Line 24 of the proposed RRS.
7 61.Lines 122 & 123 of the 1987 RRS are on Line 98 of the proposed RRS.
8 62.Line 124 of the 1987 RRS is on Line 15 of the proposed RRS.
9 63.Line 125 of the 1987 RRS is on Line 96 of the proposed RRS.
10 64.Line 126 of the 1987 RRS is on Line 86 of the proposed RRS.
11 65.Lines 127 and 128 of the 1987 RRS are on Line 24 of the proposed RRS.
12 66.Line 129 of the 1987 RRS is on Lines 87 & 88 of the proposed RRS.
13 67.Line 130 of the 1987 RRS is on Lines 33 & 73 of the proposed RRS.
14 68.Lines 131 – 138 of the 1987 RRS are on Line 94 of the proposed RRS.
15 69.Lines 139 – 155 of the 1987 RRS are on Lines 2, 5, 7, 9 & 17 of the proposed
16 RRS.
17 70.Total number of lines (records series) deleted from 1987 RRS is 11, due to the
18 fact that either they were never in use or they were considered reference
19 records. Also, no record series was deleted that had permanent retention
20 periods.
21 71.As is shown above, a large percentage of the 1987 RRS record titles were
22 combined into one record series, while other titles were renamed or dispersed
23 throughout many other more generic series titles, as applicable.
24 72. Records Series that are "new" to the proposed RRS (or not already referred to
25 above) are on Lines 4, 6, 23, 26, 27, 29, 30, 32, 35, 41, 42, 47, 52, 57 – 61, 68,
26 81, 84, 85 &
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29 PASSED AND APPROVED by the Anchorage Assembly this 16th day of
30 March, 2004.
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32
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35 
36 Chair

37 ATTEST:
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42 Municipal Clerk
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MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

No. AM 254-2004

Meeting Date: March 16, 2004

FROM: Mayor

SUBJECT: **Assembly Resolution Accepting a Request to Modify the Records Retention Schedule for the Municipal Light & Power Department, in Accordance with Municipal Policy and Procedure 52-2**

The Municipal Light & Power department has updated their records retention schedule. The last review of this schedule occurred in 1987. Significant and substantial modifications have been made to the ML&P Records Retention Schedule to reflect current business processes, new record series types, and to eliminate types of records that ML&P never used or is no longer required to keep.

Using records inventory interviews and the Federal Energy Regulations Commission Retention Schedule (FERC) (18 CFR Ch. I Part 125), ML&P documented the relevant Federal legal references which govern records retention of a public utility. Other record retention schedule items were documented according to the local, state, or federal laws, rules, or regulations which govern them. These are Municipality of Anchorage Policy & Procedures, Occupational Safety & Health Act, Equal Employment Opportunity, Environmental Protection Agency, or Anchorage Municipal Code.

In addition, ML&P will maintain physical and legal custody of their inactive records, to include archival records, as is allowable under MOA P&P 52-7(c)(1), and in a secured facility at their site.

The original ML&P Records Retention Schedule from 1987 had 155 record series titles. The proposed ML&P Records Retention Schedule has 103 items. Both copies are attached. The listing below is a cross reference summary of the changes to the 1987 schedule and where the items appear on the new proposed schedule (if it has not been removed).

1. Lines 1 of 1987 RRS – Regulatory orders were identified as subparts of a record series titled “Dockets” (line 36 of proposed RRS) and the retention period is reduced by FERC to C+6.
2. Lines 2-5 of 1987 RRS - Federal, state and local regulations were identified as records that serve as reference materials for daily operations and would not required retention unless contained within “Dockets” or other event files, as it would back up reasons for specific actions. Otherwise, formal regulations are maintained by those publishing agencies, and they can be contacted for reference if necessary. Thus those lines are deleted.
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72. Records Series that are “new” to the proposed RRS (or not already referred to above) are on Lines 4, 6, 23, 26, 27, 29, 30, 32, 35, 41, 42, 47, 52, 57 – 61, 68, 81, 84, 85 & 103.

THE ADMINISTRATION RECOMMENDS APPROVAL OF THE REQUEST FOR
REVISION TO THE RECORDS RETENTION SCHEDULE FOR THE MUNICIPAL LIGHT
& POWER DEPARTMENT.

Prepared by: Troy W. Swanson, Director, Information Technology Department
Concur: Denis C. LeBlanc, Municipal Manager
Respectfully submitted: Mark Begich, Mayor

Attachment

MUNICIPALITY OF ANCHORAGE
Information Technology
Project & Administrative Services
Records Management



Mark Begich
Mayor

Date: December 16, 2003

To: Barbara Gruenstein, Municipal Clerk, Clerks Office
Peter Raiskums, Director, Internal Audit
Sharon Weddleton, Municipal Controller, Finance

Thru: Troy Swanson, Director, Information Technology *TS*

From: Tamara Case, Sr. Project Analyst, Information Technology *TC*

Subject: ML&P Records Retention Approval

In Accordance with Municipal Policy and Procedure 52-2.

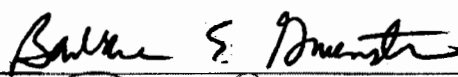
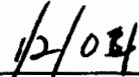
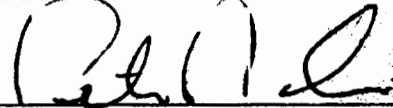
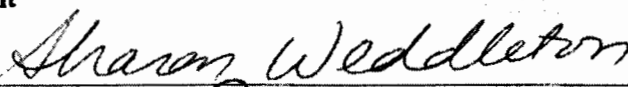
The {Municipal Light & Power} Department has requested a revision to their Retention Schedule, because ML&P no longer stores records at the MOA Records Management facility. This agency has prepared a draft Records Retention Schedule which is attached for your review and approval.

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.

Because of the scope of change to this schedule, if any reviewing department thinks that a review by the Municipal Attorney's office is warranted, please detail the portions that you think need review and a RLS (Request for Legal Services) will be filed with the Municipal Attorney's Office.

Please note that many of the attached documents are photocopies. The original materials appear to have been misplaced. ML&P is aware that the review of this Records Retention Schedule is re-starting with copies of the documents.

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

	
Municipal Clerk	Date
	12-17-03
Internal Audit	Date
	12/18/03
Controller	Date
	1/6/03
Municipal Records Management Officer	Date

Department/Division/Section		Municipal Light and Power		Phone #		Org. #		Schedule Code		Revision #		Effective Date		Page	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
RETENTION SCHEDULE ITEM NO.	RECORDS SERIES TITLE	RECORD COPY HELD BY	OFFICE (years)	RECORDS CENTER (years) +	FINAL ACTION	VITAL RECORD (x)	REMARKS	APPLICABLE REGULATIONS							
					MICROFILM (x)	DESTROY (x)									
1	CUSTOMER SERVICE records ACD Reports	CS	1		()	(x)		Anchorage Municipal Code (AMC) 3.95.070 c							
2	Billing & Returns to State	CS	3 mo	9 mo	()	(x)		Federal Energy Regulatory Commission (FERC) 32							
3	Complaints and Meter Rereads	CS	1	2	()	(x)		Municipality of Anchorage (MOA) 1984 RRS, Regulatory Commission of Alaska (RCA)-AK Admin. Code (AAC) 52.405							
4	Credit Card Receipts	CS	2		()	(x)		FERC 32							
5	Customer Accounts	CS	C	5	()	(x)		10 yrs of data retained on server, December month-end back-ups retained 5 yrs by Systems for auditing purposes. FERC 32							
6	Customer Accts – Supplemental Documents	CS	C+1		()	(x)		FERC 32							
7	Daily Cashier Work	CS	A+1	2	()	(x)		MOA 1984 RRS, FERC 32							
8	Landlord Agreements	CS	C+1	3	()	(x)		FERC 29							
9	Reports/Revenue Accounting	CS	2	3	()	(x)		Month-end and year-end BillStore back-up retained 5 yrs by Systems. Keep 2 yrs of hard copy in office. FERC 33							
10	ENGINEERING records Easements/Right of Ways/ROW Permits	ENG	C	4	()	(x)		FERC 3 a							
11	Equipment Tests	ENG	C+5		()	(x)		Life of equipment + 5 yrs. FERC 15							
12	Project Review Files, Cable Locates	ENG	1	6	()	(x)		n/a							
13	Shared Pole Records	ENG	C+2	8	()	(x)		n/a							
14	Street Light Reports	ENG	C+2		()	(x)		n/a							

Department/Division/Section		Municipal Light and Power		Phone #		263-5323		Org. #		Schedule Code		Revision #		Effective Date		Page	
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RETENTION SCHEDULE ITEM NO.	RECORDS SERIES TITLE	RECORD COPY HELD BY	OFFICE (years)	RECORDS CENTER (years) †	FINAL ACTION MICROFILM (x)	FINAL ACTION DESTROY (x)	VITAL RECORD (x)	REMARKS		Applicable Regulations							
15	ENGINEERING records cont. Temporary Working Drawings	ENG	C		()	(x)	()			AMC 3.95.070 c							
16	FINANCE records Acct. audits & year-end reconciliation	FIN	A	5	()	(x)	()			FERC 4 a & b							
17	Acct. Cash books, Monthly Reconciliation, Trial Bal.	FIN	C+1	4	()	(x)	()			FERC 6 c & 9							
18	Acct. daily reports and reconciliation	FIN	C		()	(x)	()			n/a							
19	Acct. General & Subsidiary Ledgers, Journal Entries	FIN	A	10	()	(x)	()			MOA Controller Dept. maintains electronic storage. FERC 6 a & 7							
20	Acct. Work Order files	FIN	C+1	4	()	(x)	()			FERC 15							
21	Bonds - Working Papers	FIN	2	4	()	(x)	()			n/a							
22	Bonds - Official Statements	FIN	C+2	P	()	()	(x)			n/a							
23	Budgets	FIN	C+3		()	(x)	(x)			FERC 39							
24	Continuing Property Records	FIN	C	25	()	()	(x)			All CPR history retained on server. December month-end back-ups retained 5 yrs by Systems for auditing purposes. FERC 16							
25	Financial Damage Claim books & Reports	FIN	C+2	4	()	(x)	()			MOA Risk Management Dept. also retains these records. FERC 12 b							
26	Form 1 Working Papers	FIN	2	3	()	(x)	()			FERC 41							
27	Payroll - Computer Batch Sheets	FIN	A		()	(x)	()			AMC 3.95.070 c							
28	Payroll - General	FIN	C+1	9	()	(x)	(x)			MOA P&P 24-10							

Department/Division/Section										Phone #	Org. #		Schedule Code	Revision #	Effective Date	Page
Municipal Light and Power										263-5323				1		3 of 8
1	2	3	4		5		6	7								
RETENTION SCHEDULE ITEM NO.	RECORDS SERIES TITLE	RECORD COPY HELD BY	OFFICE (years)	RECORDS CENTER (years) †	MICROFILM (x)	DESTROY (x)	VITAL RECORD (x)									
29	FINANCE - MAIN records cont. Payroll - Grievance files	FIN	C		()	(x)	()		REMARKS †Appropriate offsite storage determined by ML&P Records Coordinator Submit to HR after file closed. Equal Employment Opportunity (EEO) 29 Code of Federal Reg. (CFR) XIV Part 1602-7							
30	Payroll - Manual Batch Sheets	FIN	C+1	9	()	(x)	(x)		MOA P&P 24-10							
31	Payroll - Personnel files	FIN	C+1	9	()	(x)	(x)		MOA P&P 24-10							
32	Payroll - Procedural Books	FIN	C	P	()	()	(x)		MOA 1984 RRS							
33	Purchase Orders w/ invoices	FIN	C+1	4	()	(x)	()		MOA also maintains purchase order records. FERC 11 b & 15							
34	FINANCE - RATES records Certificate of Public Convenience & Necessity	RATES	C	6	()	()	(x)		FERC 2 b							
35	COPA	RATES	1	4	()	(x)	()		FERC 41							
36	Dockets	RATES	C	6	()	(x)	()		FERC 2 b							
37	Rate Schedules and Interim Rate Schedules	RATES	C	6	()	()	(x)		FERC 30							
38	GENERATION records Damage Claims and Reports	GEN	C+2	4	()	(x)	()		FERC 12 b							
39	Internal Logs and Reports	GEN	2	8* 23*	()	(x)	()		* Hydro - 25 yrs Steam & others - 10 yrs FERC 13.1 c							
40	Machine Logs, Failure Reports	GEN	1	2	()	(x)	()		FERC 13.1 a							
41	GM - ENVIRONMENTAL records HazMat/Chemical use summary, exposure files	ENV	C+1	29	()	(x)	()		Occupational Safety & Health Act (OSHA) 29 CFR XVII Part 1910							
42	Monitoring Test Data	ENV	1	4	()	(x)	()		Environmental Protection Agency (EPA) 40 CFR I Part 61-82 OSHA 29 CFR XVII Part 1910							

Department/Division/Section		Phone #	Org. #	Schedule Code	Revision #	Effective Date	Page
Municipal Light and Power		263-5323			1		4 of 8
1 RETENTION SCHEDULE ITEM NO.	2 RECORDS SERIES TITLE	3 RECORD COPY HELD BY	4 RETENTION PERIOD		5 FINAL ACTION	6 VITAL RECORD (x)	7 REMARKS
			OFFICE (years)	RECORDS CENTER (years) +	MICROFILM (x)	DESTROY (x)	
43	GM - ENVIRONMENTAL records cont. Monitoring Test Results and Summaries	ENV	3	27	()	(x)	EPA 40 CFR Part 61-82 OSHA 29 CFR XVII Part 1910
44	Operating Permits	ENV	C+1	5	()	(x)	FERC 2 b
45	GM - GENERAL MANAGER records Commission Annual Reports	GM	C+5	P	()	()	Retain hard copy. FERC 2 a
46	Commission Meeting Minutes	GM	C	P	()	()	Retain hard copy. FERC 2 a
47	Commission Meeting supplements	GM	C+1	5	()	(x)	n/a
48	Lobbyist Reports	GM	C+1	6	()	(x)	n/a
49	Reserved	GM			()	()	
50	GM - SAFETY records Fire Systems Inspection Licenses & Reports	SAFETY	C+1	4	()	(x)	OSHA 29 CFR XVII Part 1910
51	Fire Systems Maintenance records	SAFETY	C		()	(x)	Retain for life of equipment. OSHA 29 CFR XVII Part 1910
52	HazMat/Chemical Use Summary	SAFETY	C	30	()	(x)	Retain for life of material use + 30 yrs. OSHA 29 CFR XVII Part 1910
53	Incident Reports	SAFETY	C+1	4	()	(x)	MOA also maintains these records. OSHA 29 CFR XVII Part 1904
54	Safety and Training Meeting Minutes	SAFETY	C+1	4	()	(x)	OSHA 29 CFR XVII Part 1904
55	GM - Utility Management Assistant records ML&P Policies, Procedures, Plans, History	UMA	C	P	()	()	Retain hard copy. MOA 1984 RRS
56	HUMAN RESOURCES records Employment Practices - Compliance Records	HR	C+1	2	()	(x)	EEO 29 CFR XIV Part 1602-7

Department/Division/Section		Phone #	Org. #	Schedule Code	Revision #	Effective Date	Page
Municipal Light and Power		263-5323			1		5 of 8
1	2	3	4	5	6	7	
RETENTION SCHEDULE ITEM NO.	RECORDS SERIES TITLE	RECORD COPY HELD BY	OFFICE (years)	RECORDS CENTER (years) †	FINAL ACTION MICROFILM (x) DESTROY (x)	VITAL RECORD (x)	REMARKS
57	Human Resources records cont. FMLA files	HR	C+5	25	() (x)	()	OSHA 29 CFR XVII Part 1910
58	Grievance/Hostile Work Environment files	HR	C+1	2	() (x)	()	EEO 29 CFR XIV Part 1602-7
59	Organization Chart	HR	C+1	P	() () (x)	(x)	Archive hard copy. n/a
60	Marketing records Key Accounts	MKTG	4		() (x)	()	FERC 29
61	Public Relations/Advertising files & media	MKTG	C+2	*	() (x)	()	* News releases & publications archive permanently, per MOA 1984 RRS. FERC 42
62	Reports & Surveys	MKTG	1	4	() (x)	()	FERC 41
63	Operations – Main records Damage Claim files & reports	OPS	C+2	4	() (x)	()	FERC 12 b
64	Fleet – Maintenance	OPS	C		() (x)	()	Retain for life of equipment. n/a
65	Fleet – Retired Vehicles	OPS	1	4 or 9*	() (x)	()	* Retain records for aerial trucks 10 yrs, all others - retain for 5 yrs after retirement FERC 18 & 19
66	Gas Tank Readings	OPS	C	30	() (x)	()	EPA 40 CFR I Part 61-82
67	Operations – Tech. Services records Location files	OPS	C	5	() (x)	(x)	FERC 15
68	Rubber Gloves & Blankets	OPS	C	1	() (x)	(x)	n/a
69	Substation History, Meter History	OPS	C		() () (x)	(x)	Retain for life of equipment. FERC 14 c
70	Operations – Shop records Customer Property Construction	OPS	C+1	4	() (x)	()	FERC 17

Department/Division/Section		Municipal Light and Power		Phone #	Org. #	Schedule Code	Revision #	Effective Date	Page
1	2	3	4	5	6	7	8	9	10
RETENTION SCHEDULE ITEM NO.	RECORDS SERIES TITLE	RECORD COPY HELD BY	OFFICE (years)	RECORDS CENTER (years) †	FINAL ACTION	VITAL RECORD (x)	REMARKS	Applicable Regulations	
					MICROFILM (x)	DESTROY (x)			
71	Operations – Shop records cont. HazMat Disposal Book	OPS	3	27	()	(x)	()	OSA 29 CFR XVII Part 1910 EPA 40 CFR I Part 61-82	6 of 8
72	Transmission Transformer History	OPS	C		()	()	(x)	Retain for life of equipment.	FERC 14 c
73	Operations – Warehouse records Requisitions	OPS	C+2		()	(x)	()	MOA 1984 RRS	
74	Power Management – Dispatch records ACE & Frequency Charts	PM	1	2	()	(x)	()	FERC 13.1 d	
75	Daily Service Report & Hourly Data and Summary Report	PM	C+1	2	()	(x)	()	FERC 14 a & b	
76	Guides and Studies	PM	C	5	()	(x)	()	FERC 38	
77	Intertie Summary of Daily & Hourly Logs	PM	C+1	2	()	(x)	()	FERC 14 a & b	
78	Power Dispatch Daily Logs	PM	3		()	()	(x)	Maintain via electronic storage by PM office. FERC 14 b	
79	Power Management – Outages records Outage Reports & Logs	PM	3		()	(x)	()	FERC 14 b	
80	Switch Cabinet/Vault Diagrams, Grid Maps	PM	C		()	(x)	(x)	FERC 21	
81	Switching Orders & Logs, Hot Line & Special Condition Tags	PM	3		()	(x)	()	FERC 14 b	
82	Systems records Payroll - Interface reports	SYS	1	9	()	(x)	()	At end of each year, transfer reports to Payroll Clerk to incorporate with rest of payroll files. MOA P&P 24-10	
83	Program Documentation, Software & licensing, manuals, back-up tapes	SYS	*	*	()	(x)	()	* Retain for same period as output product. All back-ups are to be demagnetized/erased before discarding. FERC 5	
84	Record retention schedules, destruction auth.	SYS	C+1	P	()	()	()	Archive hard copies. MOA 1984 RRS	

Department/Division/Section			Phone #		Org. #		Schedule Code		Revision #		Effective Date		Page	
Municipal Light and Power			263-5323						1				7 of 8	
1 RETENTION SCHEDULE ITEM NO.	2 RECORDS SERIES TITLE	3 RECORD COPY HELD BY	4 RETENTION PERIOD		5 FINAL ACTION		6 VITAL RECORD (x)	7 REMARKS †Appropriate offsite storage determined by ML&P Records Coordinator	Applicable Regulations					
			OFFICE (years)	RECORDS CENTER (years) †	MICROFILM (x)	DESTROY (x)								
85	Systems records cont. Telephone Bills	SYS	A	2	()	(x)	()	n/a						
86	Universal Records Contracts – Construction	Originator	C+2	4	()	(x)	()	MOA also retains an original.	FERC 17 & 25					
87	Contracts – Eklutna/Intertie/Beluga, Operating & Labor Agreements	Originator	C+2	2	()	(x)	()	MOA also retains an original.	FERC 3 b					
88	Contracts – Service/Vendor	Originator	C+2	4	()	(x)	()	MOA also retains an original.	FERC 3 a & 25					
89	Deeds	Originator	C	P	()	()	()	Archive hard copy.	n/a					
90	Reserved	Originator			()	()	()							
91	Event files	Originator	C+5	P	()	()	()	n/a						
92	Input Data/Media	Originator	C*		()	(x)	()	* Discard when no longer useful.	AMC 3.95.070 c					
93	Internal Operating/Working Records	Originator	C*		()	(x)	()	* Discard when no longer useful.	AMC 3.95.070 c					
94	Inventory – General	Originator	2	4	()	(x)	()	FERC 26						
95	Inventory – Monthly & Annual Reports	Originator	A+3		()	(x)	()	n/a						
96	Major Project/Equipment files, with work and shop orders	Originator	C*	6	()	(x)	()	* Life of facility/equipment, then 6 yrs after retired.	FERC 15, 17, 22 b					
97	Minor Project/Equipment files, with work and shop orders	Originator	C+1		()	(x)	()		AMC 3.95.070 c					
98	Plats, Maps, Work Sketches, related work orders	Originator	C		()	()	(x)	FERC 21						

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Department/Agency & Organizational Unit		RETENTION SCHEDULE				Revision No.	Effective	Page
Municipal Light and Power		A. Unit B. Division C. Department D. Citywide						
SERIES NUMBER	RECORD TITLE	FORM OR REPORT NUMBER	Retention Period		Final Action	Vital records	REMARKS	
			Office	Records Center				
1	<u>Titles, Licenses & Certificates</u> APUC Orders (&FERC)		C		P		Microfilm P=Life of Organization	Applicable Regulation 6B.5
2	APUC Regulations		C		T		Destroy when Superseded	
3	FERC Regulations		C		T		" " "	
4	REA Regulations		C		T		" " "	
5	Other Regulations		C		T		" " "	
6	Certificate of Public Convenience and Necessity		C				C=Life of Organization	6B.3
7	Deeds		C	6	T+6		Microfilm	6B.1
8	Licenses, Operating		C	25	T+25		Microfilm. Destroy 25 years after retirement of plant or expiration of licenses.	6B.4
9	Constr. Licenses		C	25	T+25		" " "	"
10	Application		C		T			
11	<u>Permits</u> Permits		C	6	T+6			6C.1&2
12	Easements & Right of Way		C	6	T+6			"

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Department/Agency & Organizational Unit		RETENTION SCHEDULE				Schedule No.	File No.	Effective Date	Page
Municipal Light and Power		1 - Active	2 - Pending	3 - Current/Active	4 - Final				2
SERIES NUMBER	RECORD TITLE	FORM OR REPORT NUMBER	Retention Period	Office	Records Current	Final Action	Final Record	REMARKS	
13	Temporary Permits			C		T			6c 4
14	Minute Books			C		P		pelite of Corporation. Microfilm - 6a	
15	Enterprise Activity Meetings		1 2			3			
16	Staff Meetings: Agenda & Minutes Debt Security Records		1 2			3			
17	Bond & Debenture Ledgers		1 1			T+3			4a
18	Bond & Debenture Subscription Amounts		1 3			T+3			4b
19	Papers pertinent to transfer of registered bonds & debentures		0 0					Destroy at Option	4d
20	Prospectus		C 3			T+3			
21	Records of Interest paid & due		0 0					Destroy at option	4c
22	Cancelled bonds and Paid Interest Coupons		0 0					" " " "	"
23	Paid or Cancelled Debt securities evidencing temporary borrowing		C 3			T+3			4i
24	Trust indentures, loan agreements or others securing debt securities issued		C 6			T+6		Microfilm 6 years after redemption	4g

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Series Number	Record Title	Retention Schedule					Schedule No.	Rev. No.	Effective Date	Page
		Form or Report Number	Retention Period	Final Action	Final Action	Final Action				
			Office	Records Center	Archives	Destroy				
25	Regulatory Agencies & Commissions									
26	Filings for Issuance of Securities	1	25	25						5a.1
27	Regulatory approval orders for Securities	1	Redempt							Microfilm. Retain until securities returned 5a.2
28	Reports on Securities	1	"						"	5a.3
29	Annual Reports to the agencies	1			P					65a
30	Annual Reports of the agencies	D.O.							Destroy at Option	
31	Quarterly & Monthly Reports	1	1	2						65b
32	Other									
33	Accountant & Audit Reports	1	6	7						8a&b
34	Records of Predecessor Companies	*							*Retain until costs fully integrated and accepted by regulatory authorities.	64
35	Reports and Surveys	1	4	5					Microfilm	
36	Data Processing									
37	Input Media	D.O.							Destroy at Option	5a
38	Program Documentation - Software, manuals, Operational Data	*							* Same as retention of output product	5b
39	Magnetic Output	*							* Same as retention of output product if tape is used in lieu of paper	

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Department/Agency & Organizational Unit		RETENTION SCHEDULE				Schedule No.	Rev. No.	Effective	Page
Municipal Light and Power		A. Active P. Retired	B. Archival Numerical	C. Current/Active Numerical	D. Expired Final				4
SERIES NUMBER	RECORD TITLE	FORM OR REPORT NUMBER	Retention Period Office	Retention Period Records Center	Final Action Archives	Vital Record Destroy	REMARKS		
37	General Accounting		C	50		T+50	Computer Output Microfilm	10.a.1	
38	General and Subsidiary Ledgers		C	50		T+50	Microfilm	10.b	
39	Index to Ledgers		C	2		T+2		10.c	
40	Ledger Trial Balance		C	50		T+50	Microfilm	11.a	
41	Journals		C	50		T+50	Microfilm	12.a	
42	Journal Vouchers and Entries		C	50		T+6	Microfilm	12.b.1&2	
43	Analyses & Distributions		C	6		D.O.		12c	
44	Entry Schedule		C			D.O.		12d	
45	Standard Entry Numbers		C				Microfilm	13	
46	General or Subsidiary Cash Books		C				Tape retention for 3 years is satisfactory	16b	
47	Accounts Receivable Billing Register		C	3		T+3		16c	
48	AR Invoices issued copy		1	2		3			
	Billing Status: commercial/residential; street light/power sale		D.O.						

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Department/Agency & Organizational Unit		RETENTION SCHEDULE				Schedule No.	Rev. No.	Effective Date	Page
Municipal Light and Power		A. Audit B. Financial C. General/Active D. Records E. Temporary	F. Final Action	G. Destroy	H. Retention	1			5
SERIES NUMBER	RECORD TITLE	FORM OR REPORT NUMBER	Retention Period Office	Final Action Records, Archives, Destroy	Final Action Records, Archives, Destroy	Final Action Records, Archives, Destroy	Final Action Records, Archives, Destroy	Final Action Records, Archives, Destroy	Final Action Records, Archives, Destroy
49	Schedule of Invoices		D.O.						16e
50	Securities Owned		C	6				Microfilm	17a
51	Assignments, Attachments & Garnishments		D.O.						19a
52	Chart of Accounts		C					Microfilm	
53	Insurance Record of Coverage, Cost & Expiration		C				D.O.		20a
54	Insurance Policies		C				D.O.		20b
55	Record of Recovery		1	5			6	Microfilm	20c
56	Inspection Reports		C				D.O.		20d
57	Insurance Property Maps		C				D.O.		20e
58	Claim Registers		C	2			2		21a
59	Damage Claim books & reports		D.O.						21c
60	Damage Claim Releases		C	2			2		21a

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Department/Agency & Organizational Unit		RETENTION SCHEDULE						Schedule No.	Rev. No.	Effective Date	Page
Municipal Light and Power		FORM OR REPORT NUMBER	Retention Period		Final Action		Vital Record			REMARKS	
			Office	Records Center	Archives	Destroy					
SERIES NUMBER	RECORD TITLE										
61	Schedule of Payments to Others		C	2			2				21d
62	Loss Experience										
63	Accident Reports										
64	Operations and Maintenance Boiler, Turbine, Condenser & Pump Logs		1	2			3				22.1a
65	Boiler and Turbine Equipment Reports and Studies		1	2			3				22.1b
66	Boiler-tube failure reports		1	2			3				22.1c
67	Generation & Output Logs and Data		1	5			6		Microfilm		22.1d
68	Station & System Generation: Consumption report, Monthly Power Report		1	24			25		Microfilm		22.1e
69	Generating High & Low Tension Loads		1	2			3				22.1f
70	Oil and Waste Reports		1	5			6		Microfilm		22.1g
71	Load Curves, Temp Logs & Water Logs		1	2			3		Includes: Power Plant Monitor, Power Usage Logs, Peak Usage Logs, Load Checks		
72	Gage - readings		1	2			3				

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Department/Agency & Organizational Unit Municipal Light and Power		RETENTION SCHEDULE A. Audit B. Permanent C. Special Active D. Special Inactive E. Records Center F. Records G. Records H. Records I. Records J. Records K. Records L. Records M. Records N. Records O. Records P. Records Q. Records R. Records S. Records T. Records U. Records V. Records W. Records X. Records Y. Records Z. Records				Schedule No.	Rev. No.	Effective	Page
SERIES NUMBER	RECORD TITLE	FORM OR REPORT NUMBER	Retention Period		Final Action		Vital Record	REMARKS	
			Office	Records Center	Archives	Destroy			
73	Recording Instrument Charts		1			1			22.1j
74	Load Dispatches & Station Permits		1			1			22.1k
75	Shop Repairs and Job Orders		1	2		3			
76	Substation & Transmission Line Logs		1	2		3			23.1a
77	System Operation Daily Logs/strip charts		1	2		3			23.1b
78	Storage Battery/Equipment Logs		1	2		3			23.1c
79	Interruption Logs and Reports		1	5		6		Microfilm	23.1d
80	Inspection and Tests		1	2		3			23.1e
81	Failure Reports (apparatus)		1	5		6		Microfilm	23.1f
82	Line-Trouble Reports		1	2		3			23.1g
83	Insulator Tests		1	2		3			23.1h
84	Wind, Snow, Earthquake Data		1	5		6		Microfilm	23.1h

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Department/Agency & Organizational Unit Municipal Light and Power		RETENTION SCHEDULE A. Audit P. Preservation R. Records T. Transfer F. Final C. Circulate/Active I. Inform/Inactive D. Destroy										Rev. No.	Effective	Page
SERIES NUMBER	RECORD TITLE	FORM OR REPORT NUMBER	Retention Period		Final Action		Vital Records	REMARKS						
			Office	Records Center	Archives	Destroy								
85	Street Opening Inspect & Repair		1	5		6		Microfilm	23.1j					
86	Meter Tests		1	1		2			23.1k					
87	Shop Reports. (repairs & Tests)		1	2		3			23.1l					
88	Repair Orders		1	2		3								
89	Meter History		C					Microfilm. Life of Meter	23.1m					
90	Meter Retirements		1			1								
91	Transformer History		C					Microfilm. Life of Transformer	23.1n					
92	Transformer Inspection		D.O.						23.1o					
93	Cable Location Records: location log books, location requests, underground svcs. reports		1			1								
94	History records, pole, tower, structure, street light, signals, equipment & other history records		C					Microfilm. Life of Equipment	23.1p					
95	Equipment Retirement records		1			1			23.1p					
96	Transformer & Pole Count records		1			1								

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Department/Agency & Organizational Unit		RETENTION SCHEDULE										Schedule No	Rev No	Effective	Page
		A. All B. Permanent			C. Confidential D. Restricted			E. Other		Final Action	Vital Records				
		Form or Report Number	Office	Retention Period	Records Center	Archives	Destroy								
SERIES NUMBER	RECORD TITLE														
97	Shared Rules records		C											Life of Agreement	9
98	Maintenance Work Orders - Authorization for Expenditure		1	5			6							Microfilm	26a
99	Work Order Sheets: Work Orders, Summaries, Reimbursables		1	5			6							Microfilm	26b, 26c
100	Maximum demand, pressure, temperature, specific gravity & demand meter records		1							1					49
101	Customer Service Inspections of Customer Premises		1	1			2								24a
102	Customer Service Complaints (trouble calls)		1	1			2								24b
103	Service Applications		1							1					45a
104	Service Contracts		C							T+1					45c
105	Service Contracts, with refundable deposits		C											1 year after refund.	45g
106	Interim Rate Schedule		C				50	50						Microfilm	46
107	Rate Schedule Studies		1	2						3					
108	Rate Schedules		C				50	50						Microfilm	46

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Department/Agency & Organizational Unit		RETENTION SCHEDULE				Schedule No.	Rev. No.	Effective	Page
Municipal Light and Power		Form on Report Number	Office	Records Center	Final Action	Vital Record			10
SERIES NUMBER	RECORD TITLE							REMARKS	
109	Meter Reading: Superceded Sheets		1 mo	2	24			If record exists on computer, paper copies can be disposed of.	48a
110	Meter Readad		1		1			" " " " "	48b
111	Customer Reading Cards		1		1			" " " " "	48c
112	Service Orders and Connect/Disconnect Orders		1		1				48d
113	Meter Books		1		1				48d
114	Meter Rolls		1		1				48d
115	Plant and Depreciation Ledgers of Utility Plant Accounts		C		50			Microfilm	30a
116	Continuing Plant Inventory		C		1+6			Microfilm. 6 years after plant retired	30b
117	Construction Work in Progress: ledgers, Work orders & additions, expenditure authorizations, Requisition and registers, Performance reports, expenditures, Analysis/cost reports		C	10	1+10			Microfilm	31a 31b 31c 31d 31f
118	Construction Work in Progress: Reports		1		D.O.			Destroy at Option	31g
119	Retirement Work in Progress: Ledgers, Work Orders, Retirement Authorization, Work Order Registers		C	10	1+10			Microfilm	32a 32b 32c

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Department/Agency & Organizational Unit		RETENTION SCHEDULE				Schedule No.	Rev No.	Effective	Page
Municipal Light and Power		A. Audit B. Permitted C. Current/Active D. Terminated E. Retired	Retention Period	Final Action	Vital Record				
SERIES NUMBER	RECORD TITLE	FORM OR REPORT NUMBER	Office	Records Center	Archives	Destroy		REMARKS	
120	Non-Construction/Retirement debits and credits		1	9		10		Microfilm	33
121	Appraisals and Valuations		1			T+3		3 years after property disposition	34
122	Maps of Facilities		C			T			35a
123	Construction Engineering Records - if construction results		C			T+6		Microfilm. If not superceded, 6 years after plant is retired	36a.1
124	Construction Engineering Records - if construction does not result		1			D.O.			36a.2
125	Contracts: Acquisition or sale of plant		1			T+6		6 years after plant is retired	37a
126	Contracts: Construction services		C			T+6		" " " " " "	37b
127	Reclassification of Accounts		1		5	6		Microfilm	38
128	Depreciation Records		1		24	24		Microfilm	39a
129	Purchases and Stores								
129	Procurement Agreements, letters of intent, master agreements		C		6	T+6		Microfilm	40a.1
130	Requisitions, supplier advices, invoice registers		1			A		Finance Department has copy of record Destroy after audit.	40c
131	Material ledgers & card records		1	5		6		Microfilm.	41a

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Department/Agency & Organizational Unit		RETENTION SCHEDULE				Schedule No.	Rev. No.	Effective	Page
Municipal Light and Power		Form or Report Number	Retention Period	Final Action	Value Retained				12
132	Material ledgers - Statement of supplies on hand	1							41b
133	Material & Supplies Receiving Report	1		A					42a
134	" " " Inspection & Test	1		A					42b
135	" " " Issue Records	1	5	6			Microfilm		42d
136	" " " Return Records	1		0.0.					42e
137	Sales Returns, Scrap & Surplus	1	2	3					
138	Inventories, general, stock cards	1		A			Destroy after audit		44a, 44b
139	Revenue Accounting & Collection Customer Deposits (ledgers, deposits, refunds)	4	1	T+1					45g
140	Customer ledgers, bill stubs, large bills	1	1	2					52a, b, c
141	Trial Balance of Ledgers	1		1					52d
142	Indices to Accounts	2		2					52e
143	Forfeited Accounts	1	5	6					51b

81-042 (12/02)

Whole - Records Management

Yellow - Agency

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Department, Agency & Organizational Unit		RETENTION SCHEDULE				Schedule No.	Rev. No.	Effective	Page
Municipal Light and Power		1. Permanent	2. 15 years	3. 5 years	4. 3 years				13
SERIES NUMBER	RECORD TITLE	FORM OR REPORT NUMBER	Retention Period		Final Action		Vital Record	REMARKS	
			Office	Records Center	Archives	Destroy			
144	Service & Inspection Orders: Charged to Customers; Charged to Utility Services Contract, Standard Billing Sheets		1			1		48a 50b 50d	
145	Revenue Summaries: Monthly Operating - Total and Monthly Operating - Subdivisions		1	5		5		Microfilm	51a, 51b
146	Collection Records		6 mo.			6 mo.			54a
147	Customer Account Adjustments (high bill)		1			1			55a
148	Uncollectable Accounts - Credit Ratings		D.O.			D.O.			55a
149	Uncollectable Accounts - Ledger Accounts							Period legally collectable	56b
150	Uncollectable Accounts - account aging, unpaid final bill data		1			1			56c, 56d
151	Write off Authorizations		1	2		3			56e
152	Treasury Deposit Records - deposit slips, statements, reconciliations		1			A			59a, c, d
153	Check Stubs & registers		1	5		5		Microfilm	59f
154	Stop Payment		1	5		5		Microfilm	59g

MUNICIPALITY OF ANCHORAGE
Department of Information Systems

[illegible]

Content Information**Content ID :** 001602**Type:** AR_AllOther - All Other Resolutions

Assembly Resolution Accepting a Request to Modify the Records

Title: Retention Schedule for the Municipal Light & Power Department, in Accordance with Municipal Policy and Procedure 52-2**Author:** casetl**Initiating Dept:** IT**Description:** Records Retention Schedule update for Municipal Light & Power.**Keywords:** Records Retention, RRS, ML&P, Schedule update.**Date Prepared:** 3/2/04 4:48 PM**Director Name:** Troy Swanson**Assembly Meeting**
Date MM/DD/YY: 03/16/04**Workflow History**

<u>Workflow Name</u>	<u>Action Date</u>	<u>Action</u>	<u>User</u>	<u>Security Group</u>	<u>Content ID</u>
AllOtherARWorkflow	3/2/04 4:52 PM	Checkin	casetl	Public	001602
IT_SubWorkflow	3/3/04 7:42 AM	Approve	swansontw	Public	001602
MuniMgrCoord_SubWorkflow	3/10/04 1:57 PM	Approve	katkusja	Public	001602
MuniManager_SubWorkflow	3/10/04 1:57 PM	Approve	katkusja	Public	001602

ADDENDUM – CONSENT AGENDA-RESOLUTIONS FOR ACTION-OTHER

2004 MAR 10 PM 2:51
CLEARANCE OFFICE