

Submitted by: Chair of the Assembly at the
Request of the Mayor

Prepared by: Information Technology Department
For reading: May 22, 2007

CHIEF OF CLERK

APPROVED

ANCHORAGE, ALASKA

Date: 6-12-07 AO No. 2007-81

1 AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE SECTIONS
2 3.95.010 AND 3.95.080, AND DELETING SECTION 3.95.095 REGARDING
3 ANCHORAGE TELEPHONE UTILITY.

4
5 **THE ANCHORAGE ASSEMBLY ORDAINS:**

6
7 **Section 1.** Anchorage Municipal Code section 3.95.010 is hereby amended to read
8 as follows (*the remainder of the subsections are not affected by this ordinance and*
9 *therefore not set out*):

10
11 **3.95.010 Definitions.**

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

15 *** **

16 ***Record*** means any [METHOD OF STORING] information[, INCLUDING BUT
17 NOT LIMITED TO SPOKEN WORDS, HANDWRITING, TYPEWRITING,
18 PRINTING, PHOTOSTATING, PHOTOGRAPHING AND ANY OTHER
19 FORM OF COMMUNICATION OR REPRODUCTION, UPON ANY
20 MEDIUM, INCLUDING BUT NOT LIMITED TO PAPER, MAGNETIC OR
21 PAPER TAPE, PHOTOGRAPHIC FILM OR PRINTS, MAGNETIC OR
22 PUNCHED CARDS, DISCS, DRUMS AND PHONOGRAPH RECORDS,]
23 developed or received under law or in connection with the transaction of agency
24 business and preserved or appropriate for preservation as evidence of the
25 organization, function, policies, decisions, procedures, operations or activities of
26 the municipality or because of their informational value. A record may originate
27 in any form including but not limited to spoken words, handwriting, typewriting,
28 printing, photostating, photographing and any other form of communication or
29 reproduction, and be preserved upon any medium, including but not limited to
30 paper, magnetic or paper tape, photographic film or prints, magnetic or punched
31 cards, discs, drums and phonograph records, or any electronic format. The
32 term "records" does not include:

33 1. Library and museum material developed or acquired and preserved
34 solely for reference, historical or exhibition purposes, extra copies of
35 documents preserved solely for convenience of reference, or stocks of
36 publications and processed documents.

37 2 [3]. Reference files.
38 [RECORDS DISPOSABLE UPON THE OCCURRENCE OF AN
39 EVENT.]

40 3 [4]. Transitory files.

41
42 [RECORDS DISPOSABLE ON OCCURRENCE OF AN EVENT MEANS
43 RECORDS WHICH BECOME OF NO FURTHER USE TO THE
44 MUNICIPALITY UPON THE OCCURRENCE OF A CERTAIN EVENT,

SUCH AS COMPLETION OF A JOB, AUDIT, PROJECT, CONTRACT OR
THE LIKE.]

*** **

(AO No. 83-56)

Section 2. Anchorage Municipal Code section 3.95.080 is hereby amended to read
as follows:

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 [PERMANENT
COPY]. 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 [WHEN SUCH A COPY
IS RETAINED IN ACCORDANCE WITH THIS CHAPTER,] the original may
be destroyed. [THE COPY SHALL BE CONSIDERED AS THE ORIGINAL
RECORD FOR ALL PURPOSES.]

(AO No. 83-56)

Section 3. Anchorage Municipal Code section 3.95.095 is hereby repealed in its
entirety. The section currently reads as follows:

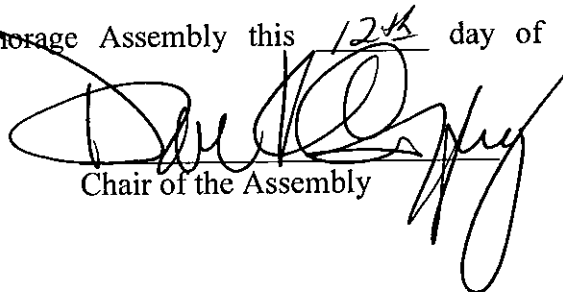
3.95.095 [APPLICABILITY OF CHAPTER TO ANCHORAGE
TELEPHONE UTILITY.]

[THIS CHAPTER SHALL APPLY TO THE ANCHORAGE TELEPHONE
UTILITY UNTIL THE BOARD OF DIRECTORS OF THE ANCHORAGE
TELEPHONE UTILITY CERTIFIES TO THE ASSEMBLY IT HAS
ADOPTED AND IMPLEMENTED ITS OWN RECORDS MANAGEMENT
PROGRAM CONSISTENT WITH PREVAILING INDUSTRY PRACTICES.]

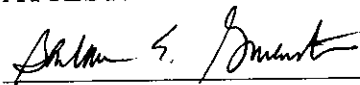
(AO No. 91-173(S))

Section 4. This ordinance shall be effective immediately upon passage and approval
by the Assembly.

PASSED AND APPROVED by the Anchorage Assembly this 12th day of
June, 2007.


Chair of the Assembly

ATTEST:


Municipal Clerk

MUNICIPALITY OF ANCHORAGE
Summary of Economic Effects -- General Government

AO Number: 2007- 81

Title: AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE
SECTIONS 3.95.010 AND 3.95.080, AND DELETING SECTION 3.95.095
REGARDING ANCHORAGE TELEPHONE UTILITY.

Sponsor: Mayor
Preparing Agency: Information Technology Department
Others Impacted: All Municipal Departments

CHANGES IN EXPENDITURES AND REVENUES:		(In Thousands of Dollars)				
	FY07	FY08	FY09	FY10	FY11	
Operating Expenditures						
1000 Personal Services						
2000 Non-Labor						
3900 Contributions						
4000 Debt Service						
TOTAL DIRECT COSTS:	\$ -	\$ -	\$ -	\$ -	\$ -	
Add: 6000 Charges from Others						
Less: 7000 Charges to Others						
FUNCTION COST:	\$ -	\$ -	\$ -	\$ -	\$ -	
REVENUES:						
CAPITAL:						
POSITIONS: FT/PT and Temp						

PUBLIC SECTOR ECONOMIC EFFECTS:

While it is likely that paper records will be destroyed and electronic imaged documents will reside on network servers and CDs, no public sector economic effects can be readily calculated from this action.

PRIVATE SECTOR ECONOMIC EFFECTS:

None.

Prepared by:

Keith Ziolkowski, Deputy Director, ITD

Telephone: 343-7745

MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

No. AM 364-2007

Meeting Date: May 22, 2007

From: MAYOR

Subject: AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE SECTIONS 3.95.010 AND 3.95.080, AND DELETING SECTION 3.95.095 REGARDING ANCHORAGE TELEPHONE UTILITY.

This ordinance is requested by the Information Technology Department to update sections of Anchorage Municipal Code chapter 3.95.

Advances in technology have occurred since this ordinance was originally adopted in 1983, making it necessary to amend the wording to provide the Municipality the wherewithal to preserve paper records in an electronic format.

The changes to chapter 3.95 are detailed below:

Section 3.95.010 - Definitions:

There is no change in substance within this section. Only the definition for the term "record" is clarified. In addition, the term "electronic format" is now placed in the ordinance as one of the formats in which a record may exist.

Section 3.95.080 - Copies of Records:

Revisions to this section allow paper originals to be scanned into electronic format. The electronic copy must be accessible and durable in accordance with the retention period established for the type of record. Further, the copies must be maintained in accordance with the records manual.

The significant change in this section is original paper documents not specifically required by law to be preserved in their original form may be scanned and saved in an electronic format. Specific guidelines and standards for the preservation and maintenance of an electronic document image will be provided in the records manual.

Once an original paper document is scanned and saved in an electronic format and in accordance with the records manual, the original paper may then be destroyed and the scanned image then becomes the original document.

Section 3.95.095 - Applicability of Chapter to Anchorage Telephone Utility:

Since ATU is no larger part of the Municipality, this section is being deleted.

THE ADMINISTRATION RECOMMENDS APPROVAL OF AN ORDINANCE

1 AMENDING ANCHORAGE MUNICIPAL CODE SECTIONS 3.95.010 AND 3.95.080,
2 AND DELETING SECTION 3.95.095 REGARDING ANCHORAGE TELEPHONE
3 UTILITY.

4
5 Prepared by: Toby Allen, Records Management Supervisor
6 Information Technology Department

7 Approved by: Fred Carpenter, Director
8 Information Technology Department

9 Concur: Jeffery E. Sinz, Chief Fiscal Officer

10 Concur: James N. Reeves, Municipal Attorney

11 Concur: Denis C. LeBlanc, Municipal Manager

12 Respectfully submitted: Mark Begich, Mayor
13
14

Content Information**Content ID :** 005095**Type:** Ordinance - AO

AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE

Title: SECTIONS 3.95.010 AND 3.95.080, AND DELETING SECTION 3.95.095 REGARDING ANCHORAGE TELEPHONE UTILITY.**Author:** ziolkowskike**Initiating Dept:** IT**Select Routing:** Standard**Date Prepared:** 5/11/07 9:53 AM**Assembly Meeting** 5/22/07**Date MM/DD/YY:****Public Hearing** 6/20/07**Date MM/DD/YY:**M.O.A.
2007 MAY 18 PM 12:38
CLERK'S OFFICE**Workflow History**

Workflow Name	Action Date	Action	User	Security Group	Content ID
IT_SubWorkflow	5/11/07 10:02 AM	Approve	ziolkowskike	Public	005095
AllOrdinanceWorkflow	5/11/07 10:02 AM	Checkin	ziolkowskike	Public	005095
AllOrdinanceWorkflow	5/14/07 10:46 AM	Reject	mitsonjl	Public	005095
AllOrdinanceWorkflow	5/14/07 11:33 AM	Checkin	ziolkowskike	Public	005095
IT_SubWorkflow	5/14/07 11:34 AM	Approve	ziolkowskike	Public	005095
CFO_SubWorkflow	5/14/07 2:21 PM	Approve	mitsonjl	Public	005095
OMB_SubWorkflow	5/14/07 2:22 PM	Approve	mitsonjl	Public	005095
Legal_SubWorkflow	5/14/07 2:33 PM	Approve	fehlenrl	Public	005095
MuniManager_SubWorkflow	5/18/07 11:57 AM	Approve	abbottmk	Public	005095
MuniMgrCoord_SubWorkflow	5/18/07 11:58 AM	Approve	abbottmk	Public	005095

Addendum

CONSENT AGENDA - INTRODUCTION