

Submitted by: Chairman of the
Assembly at the Request of the Mayor
Prepared by: Information
Technology
For reading: December 11, 2007

CLERK'S OFFICE

APPROVED

Date: 12-11-07 ANCHORAGE, ALASKA
AR NO. 2007-268

**A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE
UPDATED RECORDS RETENTION SCHEDULE FOR THE MAINTENANCE
& OPERATIONS DEPARTMENT, IN ACCORDANCE WITH MUNICIPAL
POLICY AND PROCEDURE 52.2.**

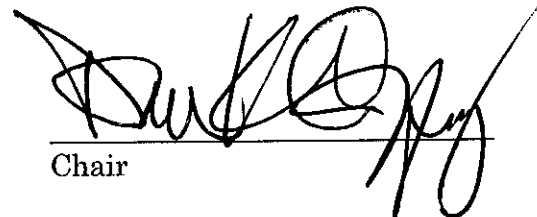
WHEREAS, the Maintenance and Operations Department has updated its
Records Retention Schedule; and

WHEREAS, in accordance with Municipal Policy and Procedure 52-2, the
Records Management Officer has reviewed the Records Retention Schedule and
forwarded it for review and approval to the Municipal Archivist, Clerk, Internal
Auditor and Controller; and

WHEREAS, the Municipal Archivist, Clerk, Internal Auditor and Controller
have reviewed and approved the Records Retention Schedule;

NOW, therefore, the Anchorage Assembly adopts the Retention Schedule as
submitted, reviewed and approved.

PASSED AND APPROVED by the Anchorage Municipal Assembly this
11th day of December, 2007.


Chair

ATTEST:


Municipal Clerk



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Department Maintenance & Operations	Division	Section	Phone # 343-8340	Dept. ID 7410	Revision # 4	Effective Date 10/22/2007	Page 1 of 1	Records Management Use Only Ret. Sched. Code
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Records Retention Schedule - Signature Page (Form 91-042)

Signature Page

Pursuant to the provisions of AO No. 83-56, the records listed on this schedule are to be included on the Municipality of Anchorage Master Retention Schedule and recommended for disposition as indicated.

We have reviewed this Retention Schedule and the Records Retention Update Log. We provide our signatures below as approval.

Title	Name	Signature	Date
Agency Head/Director	Alan J. Czajkowski	<i>Alan J. Czajkowski</i>	10/18/07
Agency Records Coordinator	Beatrice M. Johnson	<i>Beatrice M. Johnson</i>	10/18/07
Municipal Records Management Officer	Fred Carpenter	<i>Fred Carpenter</i>	11/27/07
Municipal Archivist	Tshy Allen	<i>Tshy Allen</i>	11/28/07
Municipal Clerk	Barbara Gruenster	<i>Barbara Gruenster</i>	10/29/07
Controller	Wanda Phillips	<i>Wanda Phillips</i>	11/26/07
Internal Audit	Peter Chaiskuns	<i>Peter Chaiskuns</i>	10-24-07
Assembly Approval Received	This Retention Schedule received Assembly approval on the date provided in this row. This date becomes the Effective Date of this schedule and should be entered above.		



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department Maintenance & Operations	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Ret. Sched. Code			
		Administration	343-8340	7410	4	10/22/2007	Page 1 of 4			
1	Retention Schedule Item #	Record Series Title and Description of records included in the series	2a	3	4 Retention Period Office Center (years)	5 Final Disposition Micro- film	5a	6	7	Retention Period Justification; Authorities; Remarks
			ERec	Record Copy Dept.			Hist. Archive	Vital Record		
1		File System Index (all records on this page kept on-site)		M&O	C		X			Administration; retain until updated (as applicable).
2		Reading File		Various	C+2		X			Administration; chronological order.
3		Correspondence - General & Intra-agency		Various	C+3		X			Administration; subject and/or agency & subject.
4		Department Personnel Files		M&O	C		X			Send to Employee Relations upon termination for permanent storage.
5		Records Retention Schedule		M&O	C		X			Records P&P 52-2. Retain until updated.
6		Policy & Procedure Files		M&O	C		X			Administration; retain in office until superseded.
7		Agency Opinions/Decisions		M&O	C		X			Administration; retain in office.
8		Other Agencies Opinions/Decisions		Various	C		X			Administration.
9		Staff Meeting Minutes & Notes		M&O	C+3		X			Administration; electronic files.
10		Complaint / Inquiry Files		Various	C+3		X			Administration.
11		Position Descriptions		ER	C		X			Administration; Employee Relations P&P.
12		Classification Specifications		ER	C		X			Administration; Employee Relations P&P; replaced when updated.
13		Travel Authorization Requests		M&O	2		X			Administration; Financial.
14		Safety Records		M&O	10	20+	X			Legal requirement; OSHA Reg. CFR29 Part 1904 - Retain until 30 years after end of employment.

Instructions, explanation and help. If you need more help, contact Records Management 343-4849

Retention Codes

(for use with 4 above.)

C = Current Year

A = Audit Year

= Number of years

P = Permanent

Examples:

C+2 = Current Year + 2 years

C+A+1 = Current Year + Audit year + 1 year

5 = 5 years

1 Retention Schedule Item # Use numerical identification only.

2 Record Series Title and Description of included records Provide a list and description of records that are included in this record series. Use all the space you need here to adequately list pertinent, descriptive information about the included records. Indicate those record types that are ELECTRONIC records by placing (E Rec) after the record type.

2a Place an X in this column to indicate if the Record Series contains any ELECTRONIC Record types.

3 Record Copy Dept. : The "official copy" of a record is the record copy. Usually, the department which produces the record also holds the record copy. List the dept. that holds the record copy.

4 Retention Period: This is the length of time (years) that this record series is required to be kept until it reaches final disposition. List years in the office and years in the record center. The sum of office years and record center years equal the total retention period. For ELECTRONIC records indicate the total retention period for the record under the Records Center column.

5 Final Disposition: Place 'X' in the column that describes the final disposition for the records series.

5a Other: If final disposition (other than microfilm, destroy, historical archive) is Digitization (scanning), Archival Review, or another process, check this box and provide detailed information about the disposition process in the remarks in column 7.

6 Vital Record: Critical operations information is contained in vital records. Identify agency critical operations and isolate essential business continuity information.

7 Retention Period Justification: Provide justification for the retention period/final disposition i.e. legal requirement, regulatory requirement, historic value, fiscal need, administrative need, or business unit decision.



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Ret-Schd. Code

[illegible]



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Rot. Schvl. Code

[illegible]

For Records Center Use Only



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Records Retention Schedule - Update Log (Form 91-042B)

Retention Schedule Update Log

Enter the Retention Schedule information below exactly as it appears on the Signature Page.

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Ret. Sched. Code
Maintenance & Operations			343-8340	7410 (all)	4	10/22/2007	Page All of 4

Use this Retention Schedule Update Log to provide supporting information about the changes to this version of the Retention Schedule from the previous version. Use the space provided to list the Records Series and Record types that have been changed in the new version. Indicate whether they were added or deleted. Provide information about those records series, with description of record types, that have been added to the new retention schedule or deleted from the previous retention schedule.

In the space below, provide information about the previous version of the Retention Schedule that you are updating.

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Ret. Sched. Code
Maintenance & Operations			343-8340	7410 (all)	3	10/9/03 (Rev 5/24/06); plus all previous outdated versions	

Use the space below for any supporting narrative about the current version of the retention schedule that is being updated: Include reasons for updating, such as departmental reorganization and all pertinent information about the update process. Use all the space you need to make it clear about what has changed.

Supporting Narrative:

Changes incorporate updates from 2003 when Property & Facility Management and Street & Park Maintenance merged to form the Maintenance and Operations Department. In 2007 Park Maintenance returned to Parks & Recreation changing the Street & Park Maintenance Division to Street Maintenance Division. Below listed items indicate only items that have moved to other departments and/or sections. All other items remain listed within one (or all) of the divisions/sections.

In the space below, list out item numbers and Records Series Titles and description from the Retention Schedule that is being updated. Indicate if the Records Series or record types have been added or removed from the previous schedule. Provide explanation for the change in the appropriate row.

Retention Schedule Item #	Record Series Title and Description of records included in the series	Added	Removed	Explanation of the added or deleted records series.
N/A	Property & Land and Tax Foreclosure Records		X	Transferred to Heritage Land Bank.
	Park Maintenance Records		X	Transferred to Parks & Recreation.
	Fiscal Microfiche		X	No longer needed.
	Junk Car Impounds/Disposition		X	Moved to APD in 1999.
	Requests for Publications		X	N/A
	Affected Orgs Include:			7410, 7429, 7430, 7449, 1610, 1634, 1636, 1657

Content Information**Content ID :** 005758**Type:** AR_AllOther - All Other Resolutions

Title: A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE
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Author: maglaquijp

Initiating
Dept: IT

Date 11/28/07 3:27 PM
Prepared:

Assembly
Meeting 12/11/07
Date:

M.O.A.
 2007 NOV 30 AM 11:51
 CLERK'S OFFICE

Workflow History

Workflow Name	Action Date	Action	User	Security Group	Content ID
AllOtherARWorkflow	11/28/07 3:29 PM	Checkin	maglaquijp	Public	005758
IT_SubWorkflow	11/29/07 10:06 AM	Approve	carpenterfs	Public	005758
CFO_SubWorkflow	11/29/07 12:05 PM	Approve	weddletonsb	Public	005758
MuniManager_SubWorkflow	11/29/07 4:05 PM	Checkin	maglaquijp	Public	005758
MuniManager_SubWorkflow	11/29/07 6:27 PM	Approve	leblancdc	Public	005758
MuniMgrCoord_SubWorkflow	11/30/07 9:22 AM	Approve	abbottmk	Public	005758