

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. 2007-269

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

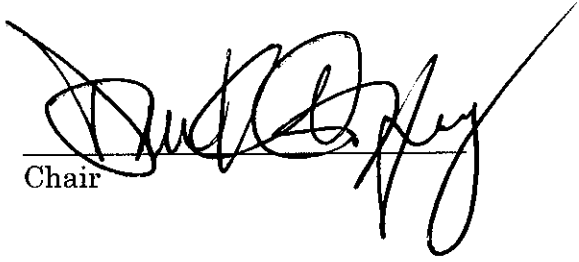
WHEREAS, Municipal Light & Power has updated its Records Retention
Schedule; and

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

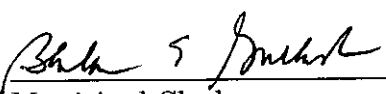
WHEREAS, the Municipal Archivist, Clerk, Internal Auditor and Controller
have reviewed and approved the Records Retention Schedule;

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	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Page 1 of 1
MLP	All Divisions		263-5323	8500	2		

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	James M. Posey G.M. MLAP		OCT 15 2007
Agency Records Coordinator	C'Les R. Jensema		10/15/07
Municipal Records Management Officer	Fred Carpenter		11/27/07
Municipal Archivist	Toby Allen		11/28/07
Municipal Clerk	Barbara Gustafson		10/29/07
Controller	Wanda Phillips		11/6/07
Internal Audit	Peter Laskums		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.



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

Instructions, explanation and help. If you need more help, contact Records Management 343-4849	
1 Retention Schedule Item #	Use numerical identification only.
2 Record Series Title and Description of included records:	Provide the Record Series Title. 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:	These type of records are valuable and irreplaceable if destroyed. They should never be destroyed. This type of record should be accessible to the Muni Emergency Operations Center.
7 Retention Period Justification:	Provide justification and cite authority for the retention period/final disposition i.e. legal requirement, regulatory requirement, historic value, fiscal need, administrative need, or business unit decision.



Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date
MLP	Administration	Human Resources	263-5421	8500	2	Page 1 of 1
1	2					
Retention Schedule Item #	Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period Office (years) Records Center (years)	5 Final Disposition Micro-film Destroy Hist. Archive Other	6 Vital Record
56	Employment Practices - Recruitment Records & Job Postings, Compliance Records - Reports & Audits, Employee Relations Audits		HR	C+2 3	X	Equal Employment Opportunity (EEO) 29 CFR XIV Part 1602-7, longer retention for administrative requirement.
57	Medical - FMLA, Certificate of Fitness, Worker's Comp		HR	C+5 25	X	Occupational Safety and Health Administration (OSHA) 29 CFR XVII Part 1910, MOA Risk Mgmt maintains official record of Worker's Comp Claims.
58	Grievance/Hostile Work Environment Records - includes complaints, payroll payments		HR	C+5 25	X	EEO 29 CFR XIV Part 1602-7, longer retention for administrative requirement.
59	Organization Chart		HR	C+5	X	Administrative requirement.
104	Personnel Records - Current Employee files w/Payroll info, Certifications, Job Classifications, Former Employee files, Labor Relations Agreements		HR	C+10 40	X	State of Alaska (SOA) General Administrative Records (GAR) 2005 Records Retention Schedule (RRS) #100

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MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Page 1 of 2
MLP	Customer Service		263-5316	8500	2		
1	Retention Schedule Item #	2a	3	4	5	6	7
	Record Series Title and Description of records included in the series	ERec	Record Copy Dept.	Office (years)	Records Center (years)	Micro-film	Final Disposition
							5a
							Other
							Vital Record
1	ACD Reports			CS	1		X
2	Billing & Returns to State - Service Orders, Dispatch Logs, Billing Books, Returns to State, Unclaimed Property			CS	3mo	9mo	X
3	Complaints and Meter Rereads			CS	1	2	X
4	Credit Card Receipts			CS	2		X
5	Customer Accounts - Customer Billing System and History, Adjustments, Payments, Location/Meter Activity, Collections, Electronic Information, Bill of Guaranty, Powers of Attorney, Call Notify Log			CS	C	5	X
6	Customer Accounts - Supplemental Documents - Commercial Accounts Supporting Documents, Letter of Credit Records, EFT (Electronic Funds Transfer Authorization)			CS	C+1		X
7	Daily Cashier Work - Journal Tapes, Deposit Summary, Bank Deposits			CS	A+1	2	X
8	Landlord Agreements			CS	C+1	3	X

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

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Year+Audit year+1 year

5 = 5 years

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Form 91-042A (rev. 6/2007)



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date				
MLP	Engineering		263-5408	8500	2					
2	Page 1 of 1									
Retention Schedule Item #	Record Series Title and Description of records included in the series	2a	3	4	5	6	7			
		ERec	Record Copy Dept.	Office (years)	Records Center (years)	Micro-film	Final Disposition	5a	6	7
10	Equipment Files - Easements, Right of Ways, ROW Permits, Letters of Non-Objection, Encroachment Agreements, Project Files, Overhead to Underground Projects & Contracts		ENG C	6			X		X	FERC 21& 22 Retain for life of equipment + 6yrs - Official records held in hard copy including drawings.
11	Equipment Tests, Cable Tests		ENG C+5				X			FERC 15 Retain for life of equipment + 5yrs.
12	Project Reviews, Underground Cable Locates, Dig-in Reports, Service Applications, Contracts, Charges, Changes		ENG 1	6			X			Administrative requirement.
13	Shared Pole Records, Permits, & Applications		ENG C+2	8			X		X	Administrative requirement.
14	Street Light Reports		ENG C+2				X			Administrative requirement.
15	Temporary Working Drawings	X	ENG C				X			AMC 3.95.070c

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MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

Department		Division	Section	Phone #	Dept. ID	Revision #		Effective Date					
MLP		Finance	Main	263-5205	8500	2		Page _1_ of _2_					
1	2	Record Series Title and Description of records included in the series			2a	3	4 Retention Period		5 Final Disposition	5a	6	7	
Retention Schedule Item #					ERec	Record Copy Dept.	Office (years)	Records Center (years)	Micro-film	Destroy	Hist. Archive	Vital Record	Retention Period Justification; Authorities; Remarks
16		Accounting Audits & Reports, Inventory Audits & Year-end Reconciliation				FIN	A	5		X			FERC 4a & b
17		Accounting Books - General Books, Subsidiary Books, Monthly Reconciles, Trial Balances				FIN	C+1	4		X			FERC 6c & 9
18		Accounting Daily Reports - FIS Daily Audit Report, CPR 84, CPR 85				FIN	A	1		X			Administrative requirement.
19		General Ledgers, Subsidiary Ledgers, Journal Entries, Monthly Financial Statements			X	FIN	A	10		X			FERC 6a & 7 MOA Controller Dept. maintains electronic storage maintenance. MLP hard copies maintained also.
20		Accounting Work Order files - Construction, Retirement, Government and Non-Government Reimbursables, Street Lights, Cost Center, Thru Phase				FIN	C+1	4		X			FERC 15a
21		Bonds - Working Papers				FIN	2	4		X			Administrative requirement.
22		Bonds - Official Statements				FIN	C+2	P			X		Administrative requirement.
23		Budgets				FIN	C+3			X			FERC 39
24		Continuing Property Records - CPR Reports (CPR 49, CPR 87), CPR Reconciliation, Depreciation Schedules			X	FIN	C	25		X			FERC 16 All CPR history maintained on server. December monthend backup retained 5 years by Systems Dept. for auditing purposes. Paper copies of reports can be destroyed after 10 years.

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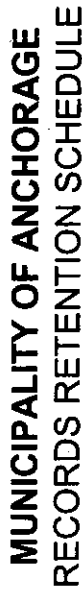
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Page 2 of 2



**MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE**

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

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Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date
MLP	Generation	Power Management	263-5275	8500	2	
1	2					
Retention Schedule Item #	Record Series Title and Description of records included in the series	2a	3	4 Retention Period Office (years)	5 Final Disposition Records Center (years)	6
		ERec	Record Copy Dept.		Micro-film	Vital Record
74	Ace & Frequency Charts - Area Control Error, Yokogawa Charts, Chessel Charts, Z Graph Charts		PM	1	2	X
75	Daily Service/Hourly Data & Summaries (Anchorage and Intertie) - DSRs, Interchange Schedules, CEA/APA & Eklutna Schedules, Anch. & Intertie Hourly Data & Summary Reports, Plant 2 Meterings		PM	C+1	2	X
76	Guides and Studies		PM	C+1	5	X
77	Reserved Record Series #					
78	Power Dispatch Daily Logs	X	PM	3		X
79	Outage Reports and Logs (ML&P only) - MLP Disturbance/Outage Reports, MLP Customer Outage Reports		PM	3		X
80	Switch Cabinet/Vault Diagrams, Grid Maps		PM	C		X
81	Switching Orders, Logs and Tags - Hot Line Red/Yellow Tags & Clearance Books, White Tags - Special Conditions, Man-on-line Tags		PM	3		X

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MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

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(for use with 4 above.)

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Form 91-042A (rev. 6/2007)

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

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:

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: These type of records are valuable and irreplaceable if destroyed. They should never be destroyed. This type of record should be accessible to the Muni Emergency Operations Center.

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



Retention Codes (for use with 4 above.)		Instructions, explanation and help. If you need more help, contact Records Management 343-4849	
C = Current Year	1 Retention Schedule Item #	Use numerical identification only.	
A = Audit Year	2 Record Series Title and Description of included records:	Provide the Record Series Title. 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.	
# = Number of years	2a Place an X in this column to indicate if the Record Series contains any ELECTRONIC Record types.		
P = Permanent	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.	
Examples:	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 .	
C+2 = Current Year + 2 years	5 Final Disposition:	Place 'X' in the column that describes the final disposition for the records series.	
C+A+1 = Current Year+ Audit year+1 year	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.	
5 = 5 years	6 Vital Record:	These type of records are valuable and irreplaceable if destroyed. They should never be destroyed. This type of record should be accessible to the Muni Emergency Operations Center.	
	7 Retention Period Justification:	Provide justification and cite authority 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

Form 91-042A

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date						
MLP	Universal to all Divisions		263-5323	8500	2							
1	2		2a	3	4	5	5a	6	7			
Retention Schedule Item #	Record Series Title and Description of records included in the series		ERec	Record Copy Dept.	Office (years)	Records Center (years)	Micro-film	Final Disposition	Hist. Archive	Other	Vital Record	Retention Period Justification; Authorities; Remarks
55	ML&P Policies, Procedures, Plans, History			Originator	C	P			X			SOA GAR 2005 RRS #67 Archive hard copy.
86	Contracts - Construction			Originator	C+2	4		X				FERC 17 & 25 MOA also retains an original.
87	Contracts - Eklutna/Intertie/Beluga, Operating & Labor Agreements, Collective Bargaining Agreements, Power Sales and Purchases			Originator	C+2	4		X				FERC 17 & 25 MOA also retains an original.
88	Contracts - Service/Vendor - Service and Labor Contracts, Vendor Contracts and Letters of Intent, Consultant Contracts			Originator	C+2	4		X				FERC 17 & 25 MOA also retains an original.
89	Deeds			Originator	C	P			X			Administrative requirement. Archive hard copy.
90	Email			Originator	**			**				**When the content of an email relates to/supports/documents any record series in this schedule, then it must be moved to a personal folder on a server and retained in accordance with that series. If retention requirement is over 5 years then email must be printed and retained accordingly.
91	Event Files - Contaminated Sites, Major Accidents, Depreciation Studies, etc.			Originator	C+5	P			X			Administrative requirement. Archive hard copy.
92	Input Data/Media			Originator	C*			X				AMC 3.95.070c *Discard when no longer useful.

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

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

1 Retention Schedule Item # Use numerical identification only.

2 Record Series Title and Description of included records: Provide the Record Series Title. 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: These type of records are valuable and irreplaceable if destroyed. They should never be destroyed. This type of record should be accessible to the Muni. Emergency Operations Center.

7 Retention Period Justification: Provide justification and cite authority 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

Department		Division	Section		Phone #	Dept. ID	Revision #				Effective Date	Retention Period Justification; Authorities; Remarks		
MLP		Universal to all Divisions			263-5323	8500	2							
1	2	Record Series Title and Description of records included in the series			2a	3	4	5		5a	6	7		
Retention Schedule Item #					ERec	Record Copy Dept	Office (years)	Records Center (years)	Micro-film	Final Disposition	Hist. Archive	Other	Vital Record	
93		Internal Operating/Working Records - Timesheet Copies, P-card & Purchasing Copies, Call Out List (PM Copies), Reading Files, Clerical Files, General Correspondence, Current Training Certificates				Originator	C*			X				AMC 3.95.070c *Discard when no longer useful.
94		Inventory - General - Material Ledgers, Issue/Return Records, Scrap Records, Surplus Sales Records				Originator	2	4		X				FERC 26
95		Inventory - Monthly and Annual Reports - Computers, Printers, Equipment, Equipment Salvage Authorizations, Transmission Transformer Yard				Originator	A+3			X				Administrative requirement.
96		Major Project/Equipment Files, with Work and Shop Orders - Projects, Equipment, Facilities, Units, Gas Well Files from Shell, Plant and Turbine Logs (Inside and Outside), Drills & Exercises, Fire System - Inspections, Licenses, Reports, Maintenance				Originator	C*	6		X				FERC 15, 17, 22b *Life of project/equipment/facility etc. then 6 years after retired.
97		Minor Project/Equipment Files, with Work and Shop Orders - Projects, Equipment, Facilities, Maintenance, Operating Files				Originator	C+1			X				AMC 3.95.070c
98		Plats, Maps, Work Sketches, related work orders - Facility Maps, Survey Field Books, Design Files, As-Builts, Network Drawings, Abandoned-in-Place, Grid Books, Equipment/Piping & Instrument Diagrams				Originator	C			X			X	FERC 21
99		Predecessor and Acquired Companies' Records				Originator	*			*				FERC 40 *Retain for same period as similar record series.
100		Reports - Annual - Power Report Summary (Dec. report), Interie Outage (all reports), Spill Reports, Annual EIA Report, RCA Form 1, PCB Annual Report				Originator	C+2	P			X			FERC 41, SOA GAR 2005 RRS #73 *Archive hard copy.
101		Reports - Quarterly & Monthly - Monthly Power Reports, Power Report Summary (Jan-Nov reports), ADC Inspection Reports, Monthly EIA & FERC Reports, FCC Licensing, OSHA 300 Report				Originator	C+1	4		X				FERC 41

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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	Page 1 of 1
MLP	Administration	General Manager	263-5201	8500	2		

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	Page 1 of 1
MLP	General Manager		263-5323		1	3/16/2004	

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:

**Reorganization places General Manager under Administration Division. Audit of MLP 2004 Retention Schedule revealed the need for clarity in record titles for certain record series.

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.
45	MLP Commission Annual Reports			No change.
46	MLP Commission Meeting Minutes			No change.
47	MLP Commission Meeting Supplements - Packets, Audio Tapes			Record Titles are added for better clarification of series.
48	Lobbyist Reports			No change.
49	Reserved Record Series #			No change.



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	Page 1 of 1
MLP	Administration	Human Resources	263-5421	8500	2		

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	Page 1 of 1
MLP	Human Resources		263-5323		1	3/16/2004	

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: **Reorganization places Human Resources under Administration Division. Audit of MLP 2004 Retention Schedule revealed the need for clarity in record titles for certain record series, as well as changes to retention periods and a new series, as indicated below.

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.
56	Employment Practices - Recruitment Records & Job Postings, Compliance Records - Reports & Audits, Employee Relations Audits			Record Titles are added better clarification of series. Also retention period extended from 3 years to 5 years for administrative purposes.
57	Medical - FMLA, Certificate of Fitness, Worker's Comp			Title change of Record Series from FMLA to Medical to include FMLA, Cert. of Fit., Worker's Comp.
58	Grievance/Hostile Work Environment Records - includes complaints, payroll payments			Change retention period from C+3 to C+30 for administrative purposes.
59	Organizational Chart			Change retention period from P to C+5 for administrative purposes; no legal mandate requires permanent retention.
104	Personnel Records - Current Employee files w/Payroll info, Certifications, Job Classifications, Former Employee files, Labor Relations Agreements	X		These records originally assigned to RS Item #56, but it was determined that they are not the same type of record. These are vital records. A new series and longer retention was necessary. New retention period is 50 years for administrative need, this length of time is also used by State of Alaska General Administrative Records 2005 Retention Schedule.



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	Page 1 of 1	File Sched. Code
MLP	Administration	Marketing	263-5369	8500	2			

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	File Sched. Code
MLP	Marketing		263-5323		1	3/16/2004	

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: **Reorganization places Marketing under Administration Division. Audit of MLP 2004 Retention Schedule revealed the need for clarity in record titles for certain record series, an increase of retention on one series and the addition of one new series.

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.
60	Key Accounts, Customer Communications - Questline, Watts News			Record Titles are added for better clarification of series. Retention period increased from 4 to 5 years to coincide with similar customer records in Customer Service Division. Electronic records maintenance identified.
61	Public Relations/Advertising files and media - Image Ads, Informational Ads, Brochures, Press Releases, Official Publications			Record Titles are added for better clarification of series. Added language to show different retention of press releases and official publications from other advertising records.
62	Reports and Surveys - Contributions Spreadsheet, Dilman Survey Public Opinion, Cracium Focus Group Survey			Record Titles are added for better clarification of series.
105	Internal Newsletters, Formal Letters & Notices	X		Newly identified record series.



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	Page 1 of 2	File Sched. Code
MLP	Customer Service		263-5316	8500	2			

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	File Sched. Code
MLP	Customer Service		263-5323		1	3/16/2004	

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:

**Audit of MLP 2004 Retention Schedule revealed the need for clarity in record titles for certain record series.

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.
1	ACD Reports			No change.
2	Billing & Returns to State - Service Orders, Dispatch Logs, Billing Books, Returns to State, Unclaimed Property			Record Titles are added for better clarification of series.
3	Complaints and Meter Rereads			No change.
4	Credit Card Receipts			No change.
5	Customer Accounts - Customer Billing System and History, Adjustments, Payments, Location/Meter Activity, Collections, Electronic Information, Bill of Guaranty, Powers of Attorney, Call Notify Log			Record Titles are added for better clarification of series.
6	Customer Accounts - Supplemental Documents - Commercial Accounts Supporting Documents, Letter of Credit Records, EFT (Electronic Funds Transfer Authorization)			Record Titles are added for better clarification of series.
7	Daily Cashier Work - Journal Tapes, Deposit Summary, Bank Deposits			Record Titles are added for better clarification of series.
8	Reports/Revenue Accounting - Accounts Receivable Balances, Daily Cash Balancing, Bank Corrections, Refund Checks, EFT			Record Titles are added for better clarification of series.



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
MLP	Engineering		263-5408	8500	2		

Page 1 of 1

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
MLP	Engineering		263-5323		1	3/16/2004	

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:

**Audit of MLP 2004 Retention Schedule revealed the need for clarity in record titles for certain record series and an increase of retention on one series.

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.
10	Equipment Files - Easements, Right of Ways, ROW Permits, Letters of Non-Objection, Encroachment Agreements, Project Files, Overhead to Underground Projects & Contracts			Rename series. Record Titles are added for better clarification of series. Retention changed from C+4 to C+6 (life of equipment + 6yrs) to cover all regulatory requirements.
11	Equipment Tests, Cable Tests			Record Titles are added for better clarification of series.
12	Project Reviews, Underground Cable Locates, Dig-in Reports, Service Applications, Contracts, Charges, Changes			Record Titles are added for better clarification of series.
13	Shared Pole Records, Permits, & Applications			Record Titles are added for better clarification of series.
14	Street Light Reports			No change.
15	Temporary Working Drawings			No change.



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
MLP	Finance	Main	263-5205	8500	2		

Page 1 of 2

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
MLP	Finance	Main	263-5323		1	3/16/2004	

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:

**Audit of MLP 2004 Retention Schedule revealed the need for multiple changes for this section, as described below.

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.
16	Accounting Audits & Reports, Inventory Audits & Year-end Reconciliation			Record Titles are added for better clarification of series.
17	Accounting Books - General Books, Subsidiary Books, Monthly Reconciles, Trial Balances			Series re-titled and Record Titles are added for better clarification of series.
18	Accounting Daily Reports - FIS Daily Audit Report, CPR 84, CPR 85			Series re-titled and Record Titles are added for better clarification of series. Also, retention increased from C to A+1 for administrative purposes.
19	General Ledgers, Subsidiary Ledgers, Journal Entries, Monthly Financial Statements			Series re-titled and Record Titles are added for better clarification of series.
20	Accounting Work Order files - Construction, Retirement, Government and Non-Government Reimbursables, Street Lights, Cost Center, Thru Phase			Record Titles are added for better clarification of series.
21	Bonds - Working Papers			No change.
22	Bonds - Official Statements			No change.
23	Budgets			No change.
24	Continuing Property Records - CPR Reports (CPR 49, CPR 87), CPR Reconciliation, Depreciation Schedules			Record Titles are added for better clarification of series.
25	Finance Damage Claim Books & Reports - Street Lights, Government and Non-Government, Non-Reimbursables.			Record Titles are added for better clarification of series.



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	Ref. Schedule Code
MLP	Generation		263-5275	8500	2		

Page 1 of 1

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	Ref. Schedule Code
MLP	Generation		263-5323		1	3/16/2004	

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: **Audit of MLP 2004 Retention Schedule revealed the need for clarity in record titles for certain record series, as well as two new series, as described below.

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.
38	Damage Claims & Reports			No change.
39	Internal Logs & Reports - Fuel Allocations, Daily Logs, Auxiliary Transformer Reads, Misc. Reportable Reads - Generation Report Check System			Record Titles are added for better clarification of series. Added name of electronic system.
40	Machine Logs, Failure Reports - Generation Report Check System			Added name of electronic system.
107	Security Logs	X		Newly identified record series.
108	Switching Orders, Hot Works, Clearance and Release Forms	X		Newly identified record series.



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	Page 1 of 1
MLP	Generation	Power Management	263-5275	8500	2		

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	Page 1 of 1
MLP	Power Management	Dispatch & Outages	263-5323		1	3/16/2004	

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: **Reorganization places Power Management under Generation Division and the sections of Dispatch and Outages are consolidated into one schedule. Audit of MLP 2004 Retention Schedule revealed the need for multiple changes for this section, as described below.

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.
74	Ace & Frequency Charts - Area Control Error, Yokogawa Charts, Chessell Charts, Z Graph Charts			Record Titles are added for better clarification of series.
75	Daily Service/Hourly Data & Summaries (Anchorage and Interlie) - DSRs, Interchange Schedules, CEA/APA & Eklutna Schedules, Anch. & Interlie Hourly Data & Summary Reports, Plant 2 Meterings			Record Titles are added for better clarification of series.
76	Guides and Studies			No change.
77	Reserved Record Series #		X	This record series, originally titled Interlie Summary of Daily and Hourly Logs, has moved into records series # 75 because it is the same record.
78	Power Dispatch Daily Logs			Record Titles are added for better clarification of series.
79	Outage Reports and Logs (ML&P only) - MLP Disturbance/Outage Reports, MLP Customer Outage Reports			Record Titles are added for better clarification of series.
80	Switch Cabinet/Vault Diagrams, Grid Maps			No change.
81	Switching Orders, Logs and Tags - Hot Line Red/ Yellow Tags & Clearance Books, White Tags - Special Conditions, Man-on-line Tags			Record Titles are added for better clarification of series.



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
MLP	Operations	Main	263-5883	8500	2		

Page 1 of 1

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
MLP	Operations	Main	263-5323		1	3/16/2004	

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: **Audit of MLP 2004 Retention Schedule revealed the need for change in record series title for record series #63, as well as some series moved to another section, as described below.

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.
63	Loopwagon Logs/Leadman's Daily Reports			Originally titled Damage Claim files and reports. Series retitled to clarified records. Original damage claim files maintained through the Finance Division, the damage claim files in this division are duplicates. Loopwagon Logs and Leadman's Reports are however original backup records for the claims and maintained through OPS.
64	This series (Fleet - Maintenance) no longer created/maintained by OPS Main office, records now assigned to OPS Warehouse			**Series moved to OPS Warehouse
65	This series (Fleet - Retired Vehicles) no longer created/maintained by OPS Main office, records now assigned to OPS Warehouse			**Series moved to OPS Warehouse
66	This series (Gas Tank Readings) no longer created/maintained by OPS Main office, records now assigned to OPS Warehouse			**Series moved to OPS Warehouse

	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
MLP	Operations	Shop	263-5883	8500	2	
						Page 1 of 1
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
MLP	Operations	Shop	263-5323		1	3/16/2004
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:				**Audit of MLP 2004 Retention Schedule revealed the need for change in one record series title, as well as removal of another record series, as described below.		
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.		
70	Reserved Record Series #		X	This record series "Customer Property Construction" is being removed from the retention schedule. The records are actually incorporated into other various record series, such as Distribution Transformer History and Meter Records (in OPS Technical Services Section).		
71	HazMat Disposal Books			No change.		
72	Distribution Transformer History - PCB Manager			This records series renamed from Transmission Transformer History to Distribution Transformer History to better describe records series. Electronic system identified.		



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
MLP	Operations	Technical Services	263-5883	8500	2		

Page 1 of 1

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
MLP	Operations	Technical Services	263-5323		1	3/16/2004	

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:

**Audit of MLP 2004 Retention Schedule revealed the need for changing the title of one records series and clarity in record titles for another record series, as described below.

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.
67	Meter Records - meter cards, poles, switch cabinets, shop orders, & billings filed by location #			Record series renamed from Location Files to Meter Records to better reflect the nature of the records, filed by location # but are truly meter records.
68	Rubber Gloves and Blankets - GMS Glove Maintenance System			Electronic system name added to clarify that all history maintained in database.
69	Substation History - Battery Logs, Inspections/Tests, Failure/Line Trouble Reports, Repairs, Retirements - Cascade Utility Maintenance System			Record Titles are added for better clarification of series. Also, meter records were removed from this series to series #67. Electronic system name added to clarify that all history maintained in database.



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	Retention Code
MLP	Operations	Warehouse	263-5883	8500	2		

Page 1 of 1

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	Retention Code
MLP	Operations	Warehouse	263-5323		1	3/16/2004	

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:

**Audit of MLP 2004 Retention Schedule revealed that series #s 64, 65, & 66 were moved from another section. Otherwise, no other changes.

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.
64	Fleet - Maintenance - Faster System	X		Moved from OPS Main office. Added name of electronic system.
65	Fleet - Retired Vehicles - Faster System	X		Moved from OPS Main office. Added name of electronic system.
66	Gas Tank Readings - Gas Boy System	X		Moved from OPS Main office. Added name of electronic system.
73	Requisitions			Increase retention from C+2 to C+3, in accordance with SOA Retention Schedule.



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
MLP	Regulatory Affairs	Environmental	263-5826	8500	2		

Page 1 of 1

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
MLP	General Manager	Environmental	263-5323		1	3/16/2004	

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:

**Reorganization places Environmental under Regulatory Affairs Division. Audit of MLP 2004 Retention Schedule revealed the need for clarity in record titles for certain record series and an increase of retention on one series.

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.
41	HazMat/Chemical Use - Summaries, Exposure Tests			No change.
42	Monitoring Test Data - Air, Water, Contaminated Sites			Record Titles are added for better clarification of series. Retention period increased from 5 to 30 years for administrative need.
43	Monitoring Test Results and Summaries - Inspections, Evaluations, Reports - Air, Water, Contaminated Sites, Solid Waste, Spills, Oil & Waste Reports			Record Titles are added for better clarification of series.
44	Operating Permits - ADEC, EPA, Air, Water			Record Titles are added for better clarification of series.



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	Ref. Sched. Code
MLP	Regulatory Affairs	Rates and Tariffs	263-5826	8500	2		

Page 1 of 1

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	Ref. Sched. Code
MLP	Finance	Rates and Tariffs	263-5323		1	3/16/2004	

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:

**Reorganization places Rates under Regulatory Affairs Division. Audit of MLP 2004 Retention Schedule revealed the need for clarity in record titles for certain record series.

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.
34	Certificate of Public Convenience and Necessity			No change.
35	COPA			No change.
36	Dockets			No change.
37	Rate Schedules/Interim Rate Schedules - Tariff files, Tariff Advice Letters, Tariff Sheets, Orders			Record Titles are added for better clarification of series.



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
MLP	Regulatory Affairs	Safety	263-5826	8500	2		

Page 1 of 1

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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
MLP	General Manager	Safety	263-5323		1	3/16/2004	

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:

**Reorganization places Safety under Regulatory Affairs Division. Audit of MLP 2004 Retention Schedule revealed the need for clarity in record titles for certain record series, as well as some records to be re-assigned, as described below.

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.
50	Reserved Record Series #		X	This series (Fire System Inspection Licenses and Reports) now incorporated into MLP Universal Records Series #96 Major Project/Equipment files and are maintained throughout the agency via various building managers/divisions.
51	Reserved Record Series #		X	This series (Fire System Maintenance records) now incorporated into MLP Universal Records Series #96 Major Project/Equipment files and are maintained throughout the agency via various building managers/divisions.
52	HazMat/Chemical Use Summary - MSDS Sheets			Record Title added for better clarification of series. Vendor of electronic data retention added.
53	Incident Reports			No change.
54	Safety and Training Meeting Minutes - Attendance Lists, OSHA Compliance, 300 Logs (Injury)			Record Titles are added for better clarification of series.



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	Page 1 of 1	Ret. Sched. Code
MLP	Systems		263-5220	8500	2			

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
MLP	Systems		263-5220		1	3/16/2004	

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:

**Audit of MLP 2004 Retention Schedule revealed no need for changes, except to include information on electronic maintenance.

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.
82	Payroll - Interface reports			No change.
83	Program Documentation, Software & Licensing, Manuals, Back-up Tapes			No change, except to include electronic information.
84	Record Retention Schedules, Destruction Authorizations, Retention Procedures			No change.
85	Telephone Bills			Increase retention from C+2 to C+3, in accordance with SOA Retention Schedule and included electronic information.



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	Page 1 of 2
MLP	Universal to all Divisions		263-5323	8500	2		

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
MLP	Universal to all Divisions		263-5323		1	3/16/2004	

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:

****Audit of MLP 2004 Retention Schedule revealed the need for clarity in record titles for certain record series. Record Series #55 moved from another section to Universal and Series #90, once reserved is now used for Email records retention.**

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.
55	ML&P Policies, Procedures, Plans, History			This series moved from GM - UMA Section (which no longer exists) to Universal because all Divisions create and maintain these records. There is no centralization for these records.
86	Contracts - Construction			No change.
87	Contracts - Eklutna/Intertiel/Beluga, Operating & Labor Agreements, Collective Bargaining Agreements, Power Sales and Purchases			Record Titles are added for better clarification of series. Increased retention period from C+4 to C+6 in accordance with FERC requirement.
88	Contracts - Service/Vendor - Service and Labor Contracts, Vendor Contracts and Letters of Intent, Consultant Contracts			Record Titles are added for better clarification of series.
89	Deeds			No change.
90	Email	X		Added Email to retention schedule to describe how to evaluate and maintain emails for retention.
91	Event Files - Contaminated Sites, Major Accidents, Depreciation Studies, etc.			Record Titles are added for better clarification of series.
92	Input Data/Media			No change.

Content Information**Content ID :** 005759**Type:** AR_AllOther - All Other Resolutions

Title: A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE
UPDATED RECORDS RETENTION SCHEDULE FOR MUNICIPAL
LIGHT & POWER, IN ACCORDANCE WITH MUNICIPAL POLICY AND
PROCEDURE 52.2.

Author: maglaquijp

Initiating IT
Dept:

Date 11/28/07 3:31 PM
Prepared:

Assembly
Meeting 12/11/07
Date:

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	11/28/07 3:32 PM	Checkin	maglaquijp	Public	005759
IT_SubWorkflow	11/29/07 10:07 AM	Approve	carpenterfs	Public	005759
CFO_SubWorkflow	11/29/07 11:59 AM	Approve	weddletons	Public	005759
MuniManager_SubWorkflow	11/29/07 3:57 PM	Checkin	maglaquijp	Public	005759
MuniManager_SubWorkflow	11/29/07 6:27 PM	Approve	leblancdc	Public	005759
MuniMgrCoord_SubWorkflow	11/30/07 9:22 AM	Approve	abbottmk	Public	005759

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