

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. 2007-270

**A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE
RECORDS RETENTION SCHEDULE FOR ANCHORAGE FIRE
DEPARTMENT/PLANNING AND DEVELOPMENT/DATA SYSTEMS, IN
ACCORDANCE WITH MUNICIPAL POLICY AND PROCEDURE 52.2.**

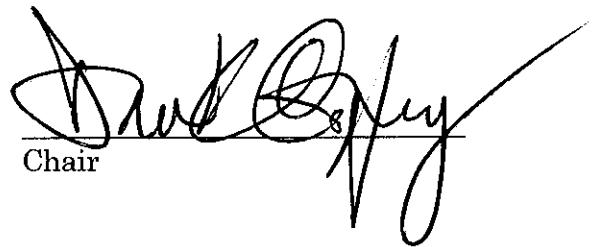
WHEREAS, Anchorage Fire Department/Planning and Development/Data
Systems has created its Records Retention Schedule; and

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	Records Retention Schedule
AFD	Planning & Development	Data Systems	267-4942	3210	Original	Immediately	Page 1 of 1

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	See attached memo	See attached 8/13/2007 memo	11/27/07
Agency Records Coordinator	Doreen Nichols	M. Doreen Nichols	10-1-07
Municipal Records Management Officer	Fred Carpenter	Fred Carpenter	11/28/07
Municipal Archivist	Toby Allen	Toby Allen	11/28/07
Municipal Clerk	Barbara Gruenker	Barbara Gruenker	10/24/07
Controller	Doreen Phillips	Doreen Phillips	11/6/07
Internal Audit	Peter Raskum	Peter Raskum	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.		



Date: August 13, 2007

To: Craig Goodrich, Fire Chief
Deputy Chief Doug Schrage
Deputy Chief Michelle Weston

Thru: Jim White, Planning & Development Division Chief
Christine Sessions, AFD Records Custodian

CC: Mark Hall, Fire Marshall
Al Tamagni, Communications Officer
Molly Cullom, EMS Contract
Chief Safety Officers (M. Murphy, T. Oxnam, M. Jones)
Annie Miller, Payroll Supervisor

From: Deneen Nichols & Tamara Case, Data Systems

Subject: Data Systems Record Retention Schedule

Data Systems has revised its Records Retention schedule. The primary source of records handled by Data Systems concerns 911 incident information. We maintain the systems which store the 911 incident information. Data Systems is proposing a records retention schedule that meets the needs of the Municipality as well as the interests of AFD and the community.

There are several segments of 911 incident information which includes the electronic E911 phone calls & radio traffic recordings, computer aided dispatch (CAD) information, and Records Management System (RMS) incident information.

Because 911 incident information may involve deaths, criminal activity (arson), property loss, medical information for patients (including underage patients), and employment-related accident, injury, and hazardous exposure information, we consulted with the Municipal Attorneys (MAT) office to determine how long 911 incident information should be retained. We provided the MAT with all of the research that had been done as well as a copy of the proposed records retention schedule.

Most of the items on the records retention schedule had established sources for setting a records retention period. We requested that the MAT review these sources and affirm that these were correct as well as assist with establishing a source for the item for which we were unable to find a source. This item was the routine incidents stored in the records management system (RMS).

Once a 911 incident reaches the electronic records management system (RMS), there are 4 broad categories of incident records created. These are:

1. Routine incidents
2. Patient Care Reports (PCR)
3. Employee accident, injury, & exposures (AIE)
4. Investigations (fire)

For categories 2-4, the information contained within the RMS application is a subset of the final and complete record. There are additional documents or evidence that is required to make the final PCR, AIE, or investigation record complete. All information in the RMS application relevant to the PCR, AIE, and investigation is contained in those final records. Absent the relevant information for a PCR, AIE, or investigation, all that remains in the RMS system is routine incident information.

These final records are held by the appropriate agency (AFD Contract Management for PCR's, AFD Fire Prevention for investigations, and AFD HR for AIE's) and managed under their records retention schedules.

We propose that routine incident information be destroyed after 10 years. The municipal attorney indicated that *it would be at the discretion of the municipality, Alaska state law provides that the municipality may dispose of records that it finds "to be without legal or administrative value or historical interest." AS 40.21.080.* The attorney further indicated that there was no legal reason to make the retention period for "routine incidents" longer than 10 years so long as they are kept and destroyed in compliance with the records retention schedule.

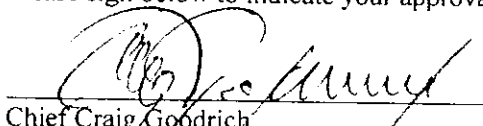
Based on the historical statistical requests within AFD and from external agencies, 10 years is sufficient to provide for data analysis to evaluate performance, track trends, identify locations for new facilities, evaluate the impact of new methods, and indicate areas that may require process change. It also provides a reasonable period of public access to open records and meets the legal obligation. Any records which are retained will always be subject to the legal discovery process in the event of litigation.

We need your agreement and approval for the following items:

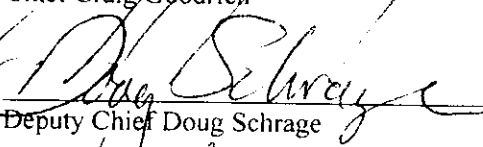
1. The 10 year timeframe for routine incident information in the RMS system is sufficient and that AFD management understands that after the 10 years, this routine incident information will no longer be available from the Records Management System.
2. The custodians of the other incident record categories are responsible for maintaining the complete & final record and what will remain in RMS is routine incident data. This may require those custodians to modify business process to ensure that a complete copy of the RMS incident information is printed and stored with their final records. It may also require them to create appropriate indexes, summaries, and organize their complete and final record for easy reference and access in future years. This will be critical when the RMS routine incident information will not be available.
3. AFD management needs to understand that if someone wants an incident report that has exceeded our retention schedule, we will indicate to the requestor that the official routine incident record has been destroyed per our records retention schedule. If the incident involves one of the other categories (PCR, AIE, and investigations) then the other sources should be checked and the requestor directed appropriately.
4. To move forward with this records retention schedule and to follow the established municipal process for records retention schedule approval. (Policy & Procedure chapter 52 Records Management). With the final approval of the records retention schedule, the various AFD P&I's and Incident Request Forms shall be updated to reflect the changes.

Please let us know if we have your agreement and approval for items 1-4. We would like to be able to submit this records retention schedule to the official Municipal approval process by September 10, 2007. Please let us know if you would like to have a meeting to answer questions and discuss this in more detail. Copies of all of the research that was done regarding establishing retention timeframes are also available for your review.

Please sign below to indicate your approval:


Chief Craig Goodrich

Date: 9.4.07


Deputy Chief Doug Schrage

Date: 9/6/07


Deputy Chief Michelle Weston

Date: 9/10/07



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Page 1 of 9
AFD	Planning & Development	Data Systems	267-4942	3210	Original	Immediately	
1	2	Record Series Title and Description of records included in the series	2a	3	4 Retention Period (years)	5 Final Disposition	6
1	General Correspondence - Routine (Interdepartmental memos)	X	AFD/DS	3		X	
2	General Correspondence - Special (Correspondences to the Mayor, City Manager, or City Department Heads)	X	AFD/DS	3	2	X	
3	Monthly Fire Reports (NFIRS - National Fire Incident Reporting Systems monthly reports)	X	AFD/DS	C + 1		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

Retention Period Justification; Authorities; Remarks
Recommend retention period is 3 years.
Reference Source
SOA LGRRS #300 GO-1 General (Document #2)
Correspondence Routine Nature - Retain routine correspondence 3 years.
Recommend retention period is 5 years.
Reference Source
SOA LGRRS #300 GO-1 General (Document #2)
Correspondence Routine Nature - Retain special correspondence 3 years.
Recommend retention period is current year + 1 additional year.
Reference Source
1. SOA LGRRS#300 GO-4 Reports (Document #2)
/All other - retain until obsolete, superseded or administrative management need is met.
2. The Alaska State Fire Marshal's Office keeps the electronic NFIRS exports for 3 years. The electronic NFIRS exports are also kept permanently at the National Fire Data Center.
Records currently held: 2005 through 2007.

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

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**

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

C+A+1 = Current
Year+Audit year+1 year
5 = 5 years

- 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 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	Page 2 of 9	
AFD		Planning & Development	Data Systems	267-4942	3210	Original		Immediately		
1	Retention Schedule Item #	2a	3	4	5	5a	6	7		
		ERec	Record Copy Dept.	Office (years)	Records Center (years)	Final Disposition	Hist. Archive	Other	Vital Record	Retention Period Justification; Authorities; Remarks
4	Ad Hoc Statistical Fire Reports	X	AFD/DS	C + 1		X				Recommend retention period is current year + 1 additional year. Our copies are for reference only. AFD Data Systems is responsible for producing the Ad hoc Statistical Fire Reports per request from various AFD divisions. Ad Hoc Statistical Fire reports are born-digital (documents that are created and exists in a digit format). AFD Data Systems sends the report electronically to the requestor and keeps an electronic copy for the current year + 1 additional year. The retention period for the original Ad hoc Statistical Fire Reports will be managed by the requesting AFD division's retention schedule.
5	Incident Request Forms (Forms requesting copies on AFD response to incidents)	X	AFD/DS	C + 1		X				Recommend retention period is current year + 1 additional year. Request forms are attached to copies of routine incidents. Request forms will be discarded and copies of routine incidents destroyed. Reference Source SOA LGRRS#300 GO-14 Public Record Log & Request for Information (Document #2). Records currently held: 2001 through 2007.
6	Bill for Collection Requests (BFCs)	X	AFD/DS	3		X				Recommend retention period is 3 years. Our copies are for reference only. The original documents are sent to and kept by AFD Accounting Division. The retention period for the original BFCs will be managed under AFD Accounting Division's retention schedule. Records currently held: 2002 through 2007.



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Department		Division		Section		Phone #		Dept. ID		Revision #			Effective Date		Page 3 of 9	
AFD		Planning & Development		Data Systems		267-4942		3210		Original			Immediately			
1	2	2a	3	4	5	Final Disposition			5a	6	7	Retention Period Justification; Authorities; Remarks				
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	Destroy	Hist. Archive	Other	Vital Record						
7	Billing Correspondences (False Alarm, Out of Service Area, & Research)	X	AFD/DS	3			X				Recommend retention period is 3 years. Our copies are for reference only. The original documents are sent to and kept by AFD Accounting Division. The retention period for the original billing documents will be managed under AFD Accounting Division's retention schedule. Records currently held: 2002 through 2007.					
8	Network Requests (Network access, long distance pin, & internet)	X	IT Dept.	C+1			X				Recommend retention period is current year + 1 additional year. Our copies are for reference only. The retention period for the original records will be managed by MOA IT Department retention schedule.					
9	Travel Authorization & Requests	X	AP Dept.				X				Recommend retention period is 1 year. Our copies are for reference only. The retention period for the original records will be managed by MOA Accounts Payable Department retention schedule.					
10	Software license Documents (including purchasing documents and any other documents needed to established ownership)	X	AFD-Data Sys.	Life of software			X				Recommend retention period is for the life of the software (including upgrades). <u>Reference Source</u> <u>USC Title 17</u> This retention period provides detailed records that are required for software audits and to address any copyright infringement concerns.					



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Department		Division		Section		Phone #		Dept. ID		Revision #		Effective Date	
AFD		Planning & Development		Data Systems		267-4942		3210		Original		Immediately	
1	Retention Schedule Item #	2a	3	4	5	6	7	8	9	10	11	12	13
		Erec	Record Copy Dept.	Office (years)	Records Center (years)	Micro-film	Final Disposition	5a	6	7	8	9	10
11	Hardware Maintenance Documents (Including, but not limited to maintenance contacts, hardware, purchase documents and professional services)	X	AFD Data Sys.	1 year past			X						Recommend retention period 1 year after the hardware has been recycled, which ever occurs first.
12	Software Maintenance Documents (Including, but not limited to maintenance, contracts, software and professional services)	X	AFD Data Sys.	Life of software			X						Recommend retention period is for the life of the related software (see retention schedule item #11). <u>Reference Source</u> Digital Millennium Copyright Act This retention period provides detailed records that are required for software audits and to address any copyright infringement concerns.
13	Visitor Logs	X	AFD Data Sys.	C+2			X						Recommend retention period is current years +2 years. <u>Reference Source</u> SOA General Administrative Records Retention Schedule - Schedule # 100.2, section #89 (Document #3)
14	Payroll	X	AFD Pay-roll	C+1			X						Recommend retention period is current year + 1 year. Our copies are for reference only. The retention period for the original records will be managed by MOA/AFD Payroll retention schedule.



Department		Division	Section		Phone #	Dept. ID	Revision #			Effective Date	
AFD		Planning & Development	Data Systems		267-4942	3210	Original			Immediately	
1	2	Record Series Title and Description of records included in the series			2a	3	4	5	6		7
Retention Schedule Item #					ERec	Record Copy Dept. AFD Date Sys.	Retention Period Office (years)	Records Center (years)	Final Disposition	5a	Retention Period Justification; Authorities; Remarks
15	Routine Incidents -this file may include but is not limited to photographs, video cassettes, CDs, diagrams, drawings, or other documentation relating to the incident.				X		10		X		Recommend retention period is 10 years. Routine incidents are a subset of Fire Investigations, Patient Care Reports (PCR) and Employees Accidents, Injuries and Exposures (AIE) each with its own retention period. We recommend the retention period for routine incident records be 10 years which is sufficient for data analysis (evaluate performance, track trends, evaluate the impact of new methods, indicate areas that may require attention, etc.), providing public access to open records and meeting the legal obligation. Reference Source Washington's General Records Schedule (GS53-04-14) – 6years. (Document #4) Colorado (GRMRC PSF-18) – 5 years + current(Document #5) Fire Investigations incidents will held by AFD Fire Prevention and managed under their retention schedule as follows: 1. Fire Incidents involving closed fire Investigation (includes all investigations which are resolved as accidents or ruled as non-arson): Retain record for 10 yrs after date of incident.



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
AFD	Planning & Development	Data Systems	267-4942	3210	Original	Immediately	Page 6 of 9
1	2	3	4	5	6	7	
Retention Schedule Item #	Record Series Title and Description of records included in the series	Record Copy Dept.	Office (years)	Records Center (years)	Final Disposition	5a	Retention Period Justification; Authorities; Remarks
15	Routine Incidents - Continued	X AFD Data Sys.	10		X		2. Fire Incidents involving open fire Investigations that do not result in loss of human life (includes investigation of arson and fires for which a cause has not been determined that have not been resolved by a conviction): Retain record for 15 yrs after date of incident. <i>The 15 yrs surpasses Alaska's 5 years statute of limitation, as stated in AS 12.10.010, section B, for arson in the first or second degree (Document #6).</i> <i>The 15 year retention period provides historical, statistical and investigative information for AFD Fire Investigators .</i> 3. Fire Investigations involving open investigations that result in loss of human life (includes investigation of arson and fires for which a cause has not been determined that have not been resolved by a conviction): Retain record permanently. <u>Reference Source</u> SOA LGRRS#300/PS-25 - Fire investigation files are retained 10 years after investigation is closed. (Document #2)



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Page 7 of 9
AFD	Planning & Development	Data Systems	267-4942	3210	Original	Immediately	
1	2	2a	3	4	5	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)	Final Disposition	Retention Period Justification; Authorities; Remarks
15	Routine Incidents - Continued	X	AFD Data Sys.	10		X	SOA Dept. of Public Safety Division of Fire Prevention Life Safety Inspection Bureau Investigation - Investigation files are retained until obsolete, superseded or administrative need is met (Document #7) Washington's General Records Schedule: G53-04-15 GS53-04-16 & GS53-04-17 - (Document #4) * Closed fire investigation files are retained 6 years. * Open fire investigation files that do not result in loss of human life are retained for 10 years. * Open fire investigation files that result in loss of human life not resolved by a conviction are retained permanently. AS 12.10.010 General Time Limitations, section A, - Allows the prosecution for murder to commence at any time. (Document #6)



Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date
AFD	Planning & Development	Data Systems	267-4942	3210	Original	Immediately
						Page 8 of 9

1	2	2a	3	4 Retention Period		5 Final Disposition			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	Destroy	Hist. Archive	Other	Vital Record	Retention Period Justification; Authorities; Remarks
15	Routine Incidents - Continued	X	AFD Data Sys.	10			X				PCR incidents will be held by AFD EMS Support Services and managed under their retention schedule as follows: 1. EMS Patient 19+ years of age: Retain records for 7 yrs after date of service. 2. EMS Patient under 19 yrs of age: Retain records for 2 years after Patient reaches 19 or 7 years after discharge, whichever is later. <u>Reference Source</u> AS 18.20.085 (Document #6) Federal Privacy Act of 1974 (Document #9) HIPAA Advisory - (Document #10) AIE Incidents (RMS incidents related to employees Accidents, Injuries & Exposures) will be held and manage as follows: 1. RMS incidents related to employee accidents and injuries are routine incidents and will follow the Routine Incident retention period of 10 years.



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
AFD	Planning & Development	Data Systems	267-4942	3210	Original	Immediately	Page 9 of 9
1	2	2a	3	4	5	5a	6
Retention Schedule Item #	Record Series Title and Description of records included in the series	ERec	Record Copy Dept	Office (years)	Records Center (years)	Final Disposition	Vital Record
15	Routine Incidents - Continued	X	AFD Data Sys.	10		X	
2. RMS incidents related to employee exposures will be held by AFD Human Resource/Personnel in the employee's Safety and Health File and managed under MOA Employee Relations Retention Schedule and held for 75 years after employees' separation of employment							Retention Period Justification; Authorities; Remarks
Records (Routine Incidents, PCR and Fire Investigations) currently held: 2007-1998 electronic format & accessible 1998-1992 electronic format/currently not accessible 1991-1976 electronic and/or written format (electronic formatted records are not accessible)							



1990

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

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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Rel. Sched. Code
AFD	Planning & Development	Data Systems	267-4942	3231	Original	Immediately	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	Post-Seed Code

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:	N/A - There were no previous versions of this retention schedule.
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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.

[illegible]

Content Information**Content ID :** 005760**Type:** AR_AllOther - All Other Resolutions

Title: A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE
RECORDS RETENTION SCHEDULE FOR ANCHORAGE FIRE
DEPARTMENT/PLANNING AND DEVELOPMENT/DATA SYSTEMS, IN
ACCORDANCE WITH MUNICIPAL POLICY AND PROCEDURE 52.2.

Author: maglaquijp**Initiating
Dept:** IT**Date
Prepared:** 11/28/07 3:33 PM**Assembly
Meeting
Date:** 12/11/07

M.O.A.
 2007 NOV 30 AM 11:51
 CLERKS OFFICE

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 3:34 PM	Checkin	maglaquijp	Public	005760
IT_SubWorkflow	11/29/07 10:06 AM	Approve	carpenterfs	Public	005760
CFO_SubWorkflow	11/29/07 11:51 AM	Approve	weddletons	Public	005760
MuniManager_SubWorkflow	11/29/07 3:28 PM	Checkin	maglaquijp	Public	005760
MuniManager_SubWorkflow	11/29/07 4:00 PM	Checkin	maglaquijp	Public	005760
MuniManager_SubWorkflow	11/29/07 6:29 PM	Approve	leblancdc	Public	005760
MuniMgrCoord_SubWorkflow	11/30/07 9:22 AM	Approve	abbottmk	Public	005760