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. 2007-271

A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE UPDATED RECORDS RETENTION SCHEDULE FOR FINANCE/ CONTROLLER/ACCOUNTS PAYABLE, IN ACCORDANCE WITH MUNICIPAL POLICY AND PROCEDURE 52.2.

WHEREAS, Finance/Controller/Accounts Payable 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	Records Management Use Only	Ret. Schd. Code
Finance	Controller	Accounts Payable	343-6937	1324	1		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	Sharon B. Weddleton	S B Weddleton	11/28/07
Agency Records Coordinator	David C. Hertrich	David Hertrich	11/27/07
Municipal Records Management Officer	Fred Carpenter	Fred Carpenter	11/21/07
Municipal Archivist	Toby Allen	Toby Allen	11/28/07
Municipal Clerk	Barbara E. Gruenstein	Barbara Gruenstein	11/28/07
Controller	Wanda J. Phillips	Wanda J. Phillips	11/27/07
Internal Audit	Peter W. Raiskums	Pete R	11-28-07
Assembly Approval Received	This Retention Schedule received Assembly approval on the date provided in this row. This date becomes the Effective Date of this schedule and should be entered above.		

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Finance	Controller	Accounts Payable	343-6937	1324	1	INTERIM 11/27/2007	Page _1_ of _1_	

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept	4 Retention Period: Office (years)	4 Retention Period: Records Center (years)	5 Final Disposition: Micro-film	5 Final Disposition: Destroy	5 Final Disposition: Hist. Archive	5a Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
1	**Payment Records:** Documents relating to payment for commodities, services, fines, fees, permits, reimbursements, and refunds. Documents include but are not limited to invoices; vouchers; credit card statements; credit card charge slips; receipts; travel authorization forms; travel expense reports; financial transaction registers; receiving documents such as receiving reports. proofs of delivery, packing slips, and delivery orders; shipping documents such as freight bills and way bills; work orders; purchase order copies; advertising orders; returned checks; stale dated check letters; stop payment documents; voided checks; unclaimed property documents; vendor request forms; 1099 & 1042 information returns and associated documents; W-9 & W-8 forms; TIN matching results; check registers; approval queries/payment authorizations; acting memos, and correspondence such as email pertaining to payments.	X	Finance	A+3	-		X				Source of retention requirement is the State of Alaska Local Government General Records Retention Schedule #300, Item AF-6. Retention requirement is applicable regardless of payment method. Payment methods include but are not limited to accounts payable checks, credit card transactions, web-based procurement system transactions, electronic fund transfers, and petty cash transactions.
2	**Signature Authorization for Voucher forms**	X	Finance	T+4	-		X				Administrative: Retain for 4 years after the employee's termination.

Retention Codes
(for use with **4** above)
C = Current Year
A = Audit Year
# = Number of years
P = Permanent
T=Terminated
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 dispositon. 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

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. Schd. Code
Finance	Controller	Accounts Payable	343-6937	1324	1		Page _1_ of ___	

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. Schd. Code
Finance	Controller	Accounts Payable	343-6937	1324	1			

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 reorganzation and all pertinent information about the update process. Use all the space you need to make it clear about what has changed.

Supporting Narrative:	**This schedule is being updated due to the decentralizaiton of Accounts Payable.**

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	Check Vouchers - White		X	These recorrds are no longer created
2	Check Vouchers - Blue		X	These recorrds are no longer created
3	Travel Expense Reports		X	These are on the new schedule under item #1
4	Purchase Order Payments		X	These are on the new schedule under item #1
5	Accounts Payable Analysis Report		X	These recorrds are no longer created
1	Payment Records	X		This record series includes all documents created by DeptID 1324 (Accounts Payable)
2	Signature Authorization for Vouchers	X		These records have a different retenion requirement

AR 2007-271

Content Information

Content ID : 005761

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Title: A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE UPDATED RECORDS RETENTION SCHEDULE FOR FINANCE/ CONTROLLER/ACCOUNTS PAYABLE, IN ACCORDANCE WITH MUNICIPAL POLICY AND PROCEDURE 52.2.

Author: maglaquijp

Initiating Dept: IT

Date Prepared: 11/28/07 3:34 PM

Assembly Meeting Date: 12/11/07

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

Workflow History

Workflow Name	Action Date	Action	User	Security Group	Content ID
AllOtherARWorkflow	11/28/07 3:35 PM	Checkin	maglaquijp	Public	005761
IT_SubWorkflow	11/29/07 10:06 AM	Approve	carpenterfs	Public	005761
CFO_SubWorkflow	11/29/07 11:53 AM	Approve	weddletonsb	Public	005761
MuniManager_SubWorkflow	11/29/07 4:03 PM	Checkin	maglaquijp	Public	005761
MuniManager_SubWorkflow	11/29/07 6:28 PM	Approve	leblancdc	Public	005761
MuniMgrCoord_SubWorkflow	11/30/07 9:22 AM	Approve	abbottmk	Public	005761