

Submitted by: Chairman of the Assembly  
at the Request of the Mayor  
Prepared by: Information Technology  
For reading: October 14, 2008

CLERK'S OFFICE  
APPROVED

Date: 10/14/2008

ANCHORAGE, ALASKA  
AR NO. 2008-214

1 A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE  
2 UPDATED MUNICIPALITY OF ANCHORAGE GENERAL RECORDS  
3 RETENTION SCHEDULE, IN ACCORDANCE WITH MUNICIPAL POLICY  
4 AND PROCEDURE 52-2  
5

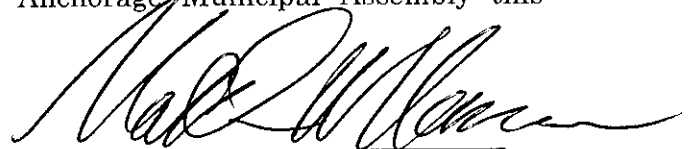
6  
7 WHEREAS, The Municipality of Anchorage General Records Retention  
8 Schedule has been updated; and  
9

10 WHEREAS, in accordance with Municipal Policy and Procedure 52-2, the  
11 Records Management Officer has reviewed the Records Retention Schedule and  
12 forwarded it for review and approval to the Municipal Archivist, Clerk, Internal  
13 Auditor and Controller; and  
14

15 WHEREAS, the Municipal Archivist, Clerk, Internal Auditor and Controller  
16 have reviewed and approved the Records Retention Schedule.  
17

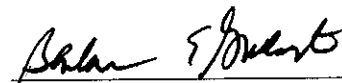
18 NOW, therefore, the Anchorage Assembly adopts the Retention Schedule as  
19 submitted, reviewed and approved.  
20

21 PASSED AND APPROVED by the Anchorage Municipal Assembly this  
22 14th day of October, 2008.  
23




Chair

24  
25  
26  
27  
28 ATTEST:

29  
30   
31 \_\_\_\_\_  
32 Municipal Clerk




		<b>MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE</b>				Records Management Use Only REC Sched Code	
Department Municipality of Anchorage	Division General Administrative Records	Section All	Phone # 343-4849	Dept. ID ALL	Revision # 0	Effective Date 10/14/2008	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.

In accordance with Municipal Policy and Procedure 52-2, we have reviewed this Retention Schedule and the Records Retention Schedule Update Log. We provide our signatures below as approval.

Title	Name	Signature	Date
Agency Head	Toby Allen		9/30/2008
Agency Records Coordinator			
Records Management Officer	Fred Carpenter		
Archivist	Toby Allen		
Clerk	Barbara E. Gruenstein		
Controller	Teresa Peterson		
Internal Auditor	Peter W. Raiskums		
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 Receipts Center Use Only

Section Number	Record Series Title and Description of records included in the series	Table of Contents	343-4849	ALL	1	Effective Date	Page 1 of
1	Municipality of Anchorage	General Administrative Records					
2	Budget Preparation Records					10/14/2008	
3	General Accounting Records						
4	Grant Management Records						
5	Procurement, Leasing and Property Records						
6	General Office Administration Records						
7	Personnel Administration Records						
8	Information Technology Records						

**Retention Codes**

C = Current/Created Year  
 A = Audit Year  
 # = Number of years  
 P = Permanent  
 T = Terminated  
 ACT = Active  
 SUP = Superseded  
 IND = Indefinite

**Examples:**

C+2 = Current Year + 2 years  
 C+A+1 = Current Year+Audit year+1 year  
 5 = 5 years



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

Four Record Center Uses Only

<b>Ref: Sched. Code</b>	
Page <u>1</u> of <u>1</u>	

1 Retention Schedule Item #	2 Department	3 Division	4 Section	5 Phone #	6 Dept. ID	7 Revision #	8 Effective Date	9 Records Disposition			10 Retention Period Source Citation, Other Justification Remarks	
								11 ERec	12 Records Center (years)	13 Destroy		14 Hid. Archive
	Municipality of Anchorage	General Administrative Records	Budget Preparation Records	343-4849	ALL	0	10/14/2008					
1			<b>Record Series Title and Description of records included in the series</b> <b>Agency Budget Requests (Final Submission):</b> This records series constitutes the Department's copy of its final budget request submitted to Office of Management & Budget (OMB). May include: amendments; revised programs; supplemental requests; personal services information, including expenditure data; component financial summaries; supplies, equipment and contractual detail; correspondence; and, other component supporting documentation.	OMB	C+3							Record copy is usually kept indefinitely with OMB. Agency copy is maintained for current year and 3 years retention. State of Alaska General Administrative Records Retention Schedule (SOAGRRS) #100.2
2			<b>Agency Budget Working Papers (Original Preparation Files):</b> This series consists of the working papers of department budget analysts and line staff used for the preparation of the fiscal year budget submission to OMB. Includes the following types of documents: budget instructions, operating and capital budget submissions, cost allocations, amendments, revised programs, supplementals, correspondence and other supporting backup.	AGCY	C+3							Maintained by Department SOAGRRS #100.2
3			<b>Program Unit Budget Request Files (Working File):</b> This series includes documents created and used by program managers to develop budget requests. May include cost statements, estimates, justifications, and supporting backup. The program budget request is submitted to department budget analyst and maintained as part of Agency Budget Working Papers.	AGCY	C+1							SOAGRRS #100.2



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

Department	Division	Section	Phone #	Dept ID	Revision #	Effective Date	Ret. Sched. Code	
Municipality of Anchorage	General Administrative Records	General Accounting Records	343-4849	ALL	0	10/14/2008		
			2a	3	4	5	6	7
Retention Schedule Item #	Record Series Title and Description of records included in the series		Records Center (years)	Records Center (years)	Records Destruction	Other	Vital Record	Retention Period Justification; Authorities; Remarks
1	<p><b>Payment Records:</b> Records relating to payment for commodities, services, fines, fees, permits, reimbursements, and refunds.</p> <p>Record types include but are not limited to: invoices, vouchers, credit card (P-card) statements, credit card (P-Card) charge slips, receipts, financial transaction registers, receiving documents (receiving reports, proofs of delivery, packing slips, delivery orders), shipping documents (freight bills, 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 &amp; 1042 information returns and associated documents, W-9 &amp; W-8 forms, TIN matching results, check registers, approval queries/payment authorizations, acting memos, and correspondence including email pertaining to payments.</p>		C+4 or A+3		X			Record Copy is maintained by the department MOA Financial/Accounts Payable Retention Schedule 11/2007
2	<p><b>Payroll Processing Back-up Documentation:</b> For each pay period, to include, but not limited to: Timesheets, Overtime slips, Leave Requests, Leave Cash In Request forms, Acting Pay forms, Earnings Adjustments – military, court, etc., Leave Adjustments, Prior Period Adjustments, Retroactive Pay worksheets, Error reports from Time and Labor, Query results, Payroll Processing Checklist, Employee Transfer Check off Lists, Mileage Reimbursement forms, Allowance documentation – cell phone stipends, clothing, etc., Off Cycle Check Requests, Override Rate justification</p>		Dept C+1	3	X			Record Copy is maintained by the department. State of Alaska General Administrative Records Retention Schedule #100.2, General Accounting Records, Item #21, plus an additional year for administrative purposes. Per MoA Payroll 9/2008
3	<p><b>Travel Accounting:</b> travel authorization forms; travel expense reports</p>		AP	C+4	X			Original Records are forwarded from department to Accounts Payable for C+4 years department may choose to keep reference copy for less time.

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date
Municipality of Anchorage	General Administrative Records	General Accounting Records	343-4849	ALL	0	10/14/2008
			ER			Page 2 of
4	Training Accounting: Approved Form 06012 Request for Professional or Technical/ Development Training		T			Department forwards to Employee Relations ER maintains in Employee file until file is disposed
5	Copies of Journal Entries (JE's) (department Created): Copies kept by individual departments, originals kept by/forwarded to Controller		Ctrlr	X		Maintain copies of journal entries and backup until administrative need is met or through current year whichever comes last. Original JE's and original backup documents maintained by Controller Department for Audit+7 years
6	PeopleSoft Reports This records series consists of reports produced by Peoplesoft		Dept	X		Maintain original reports for current year and 3 years Copies of reports may be disposed after administrative need is met. SOAGRRS #100.2
7	Accounts Receivable Original Cash receipts and supporting documentation: CDSRs, Deposit Tickets, Register Z tapes, Credit card audit lists, refund slips		Trea	X		Maintain for current year plus 3 years. SOAGRRS #100.2 Item #27
8	Accounts Receivable PSAR BFCs and Invoices: Original Bill for Collection Requests, supporting Documentation, Invoice copies		Trea	X		Maintain for current year plus 3 years. SOAGRRS #100.2 Item #27
9	Banking Records: Records of bank transactions for revenue and payments including bank statements, uncollectible checks; deposit slips, transmittal of receipts; and, other filesets related to routine payments, revenue or collected monies of an department. Refer to Item 27 for documents being held for collection.		A+2 5	X		Original bank statements must be retained for Audit+7years MOA Controller/General Accounting Retention Schedule Copies of source documents may be disposed of after Audit + 3 years
10	Audit Support Records -Record Copy -Departmental and other Copies		Ctrlr	X		Department supplies Record Copies to Controller Department maintains copies until administrative need is met or Audit +3 years, whichever comes first



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Control Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Ref. Sched. Code
Municipality of Anchorage	General Administrative Records	Grant Management Records	343-4849	ALL	0	10/14/2008	
			4 Retention Period	5 Records Disposition		Page 1 of 1	
1	2a	3	Record Copy Depl.	Records Center (years)	Hist. Archive	Other	Vital Record
<p><b>Grant Administration Files (MoA as Grantee) (Grant Level)</b>            Received from the State of Alaska and the Federal Level)            Record series consists of financial, management and any other related material that is generated in an application for and/or expenditure of grant funds received from the state. Includes the following: applications, copy of notification of grant award; agreements/contracts; special conditions; fiscal reports; correspondence, monitoring data; closeout documents; copy of audit report; status reports, progress, or compliance with grant agreement; and, other supporting documentation.</p>							
1			Crtlr & Dept	A+4			Retention Period Justification; Authorities; Remarks  Maintain records for 4 years after grant is closed and/or audit completed. If any litigation, claim, audit or dispute is started before the expiration of the 4 year period, retain records until all issues involving the records have been resolved and final action taken. Controller/Grants administers Record Copy of the required audit paperwork and status reports. Department administers the program narrative reporting. AS 09.10.053 Statute of Limitations for contract cases is 3 years. MoA Controller/Grants Retention Schedule
2			Dept	C+2			Retain current year and 2 years for reference. Or until administrative need is met.
3			Grants & Agcy	A + 2	2	X	Department through which grant is awarded maintains record copy of all paperwork after grant is awarded. Retain on-site for 2 yrs after completion of Single audit. Administrative decision per MoA Controller 9/2008



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Ret. Sched. Code	
Municipality of Anchorage	General Administrative Records	Procurement, Property and Leasing Records	343-4849	ALL	0	10/14/2008		
			4 Retention Period		5 Retention Period		6	
			Record Copy Dept.	Office (Years)	Records Center (Years)	Destroy	Vital Record	
			2a	3	4	5	6	
			ERec	Hist. Archive		Other		
			Retention Period (Years)					7
1	<p><b>Procurement Files: Original Copy of Purchase Order, Contract, Amendments, Extensions related records forwarded from Departments.</b></p>		PUR	ACT + 7		X	<p>Original documents are held at Purchasing Department and kept while Contract is active through final payment and for 7 more years. AS 09.10.053 Statute of Limitations for contract cases is 3 years.</p>	
2	<p><b>Procurement Files: Department Copies:</b> These records document department procurement of supplies, services and professional services, including the solicitation, selection, award and administration of contracts. May include the following: vendor contacts and responses, purchase/delivery orders, invoices, price quotations, ITB, RFQ, RFP, RAP backup, public notices, bid correction or withdrawal documents, bid totals, protests, final decisions, Notice of Intent to Award, procurement reports, evaluation criteria and score sheets. Also consists of original contract and amendments/renewals, special conditions, payment logs, reports (fiscal, progress, final), appropriation data, bond verification (bid security), transcripts, audio tapes and correspondence.</p>		Dept	ACT+3		X	<p>Administering Department copies must be retained for the life of the contract through all extensions and payments finalized and for 3 more years. Certain technical and proprietary data and trade secrets submitted by actual or prospective bidders or offerors may be confidential. ITB: Invitation to Bid RFQ: Request for Quotation RFP: Request for Proposal RAP: Request for Alternate  Authority: AS 09.10.053 Statute of Limitations for contract cases is 3 years.</p>	
3	<p><b>Lease Administration Files:</b> This records series documents administration of leases and consists of: notification of award, original lease and any amendments or renewals, special conditions, fiscal reports, payment logs, correspondence, and/or reports.</p>		Dept	ACT+3		X	<p>Retain copy of lease for 3 years after lease expiration</p>	
4	<p><b>Equipment Records-Originals:</b> Includes warranty information, instruction/operating manuals, repair/maintenance history, etc</p>			ACT+4		X	<p>Justification: Most torts carry a two-year statute of limitations; some have three. The department of Law doesn't always get brought into a case immediately upon expiration of the statute of limitations. Retaining warranty data, manuals, and repair/maintenance history records for the life of the equipment + four additional years will protect the MoA in 99% of its cases.</p>	



Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Municipality of Anchorage	General Administrative Records	Procurement, Property and Leasing Records	343-4849	ALL	0	10/14/2008	Page 1 of 2
5	<b>Equipment Records-Copies:</b> Includes delivery order, correspondence, general/preventative maintenance records.		ACT 44	X		The Statewide Equipment Fleet administers the Record Copy for vehicle documentation	
6	<b>Property Control Records:</b> Department copies of controlled property management reports, property tag register, excess property reports, interdepartmental property transfer documents, Lost-Stolen-Damaged Property Reviews, Property Destruction Authorizations and correspondence.		A or 3	X		Retain for 3 years or until audit is completed, whichever comes first.	
7	<b>Property (Land &amp; Buildings):</b> These files support total costs of property acquisition or improvement and include, but is not necessarily limited to: purchase orders, claim schedules, invoices, contracts, deeds, titles, plat maps, as-builts, easements, surveys, patents, site plans, classification orders, conveyance documents, covenants, checks, worksheets, statements and correspondence. Property records are active as long as the Muni owns the land or building.		P			Per Heritage Land Bank, these are permanent files.	



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Records Disposition			Retention Period Justification; Authorities; Remarks
							6	7	8	
Municipality of Anchorage	General Administrative Records	General Office Administration Records	343-4849	ALL	0	10/14/2008	6	7	8	
1	2	Record Series Title and Description of records included in the series	3	4	5	6	7	8	9	10
		<b>Program History Files:</b> These records document function, organizational structure, history, activities and accomplishments of a municipal agency. May include: media releases, public information files, photographs (digital, prints, negatives), videotapes/discs, scrapbooks, clipping files, audio tapes/cd's, speeches by program manager, written histories and monographs, and other visual aids, publications (brochures/leaflets/pamphlets) related to the statutory functions for which the agency is responsible.		Records Center (years)	Destroy (years)	Hist Archive	Other	Vital Record		Retention Period Justification; Authorities; Remarks
1				ACT		X				Retain until administrative or management need is met; then, transfer to the Municipal Archives.  State of Alaska General Administrative Records Retention Schedule #100.2 (SoAGARRS #100.2) Item # 61
2		<b>General Correspondence Files:</b> Consists of original incoming and copies of outgoing letters and memoranda related to the general administration and operation of the agency, usually arranged topically according to a system index. Includes: staff reports (activity, routine management, trip), endorsements, conference/training notes, conflict of interest statements, financial disclosure forms, confidentiality statements, inventories/logs, studies, policies & procedures, forms and templates.		C+3		X				General Correspondence for current year + 3 years. Special correspondence of Mayor, Manager, Clerk, Department heads may have archival value, especially for major policy decisions or similar occurrences. Forward to Municipal Archives for appraisal if in question. SoAGARRS #100.2 Item # 62
3		<b>Legal Opinions:</b> Fileset consists of correspondence, backup and copies of opinions received from Legal.	Dept							Retain Dept. Copy until administrative or management need is met. Record Copy is maintained in the Legal Department SoAGARRS #100.2 Item # 63

Department	Division	Section	Phone #	Dept ID	Revision #	Effective Date
Municipality of Anchorage	General Administrative Records	General Office Administration Records	343-4849	ALL	0	10/14/2008
4	<b>Minutes &amp; Meeting Files--Major Policy Making:</b> Documents all state boards, commissions, advisory councils, task forces, special committees and major policy making group activities. Includes the following: agenda, information packets, reports, notes, transcripts, media releases, meeting summaries, public testimony statements and questionnaires.		P		X	These records document the policies, decisions and historical activities of municipal agencies. Retain until administrative or management need is met, then, transfer to MOA Archives. SoAGARRS #100.2 Item # 65
5	<b>Minutes &amp; Meeting Files--Non-Policy Making:</b> For all general staff, routine and operational meetings that do not result in changes to municipal positions or procedures. Consists of agenda, minutes, notes and other backup.		C+3			Retain for 3 years, or until administrative need is met. SoAGARRS #100.2 Item # 66
6	<b>Program Policies &amp; Procedures--Major:</b> Substantive and binding agency issued policies, procedures, directives, decisions, rules, and manuals that address mission essential functions for which the agency is statutorily responsible. These records document agency functions and have archival research value.		OMB SUP+3		X	Retain for 3 years after policy is obsolete or superceded, then transfer to the State Archives. SoAGARRS #100.2 Item # 67
7	<b>Program Policies &amp; Procedure--Routine:</b> Routine agency issued policies, procedures, directives, decisions, rules, organizational charts and manuals that address internal functions and operating procedures.		SUP+3			Retain for 3 years after policy is obsolete or superceded SoAGARRS #100.2 Item # 68
8	<b>Advertisements: Legal</b> This records series consists of departmental advertisements which may have appeared in newspapers or posted Online. Examples include bid invitations for construction jobs, public hearings or notices, public sales.		3			Retain for 3 years after posted. SoAGARRS #100.2 Item # 69
9	<b>Public Records Requests for Information</b>		1			6 AAC 96.320

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Municipality of Anchorage	General Administrative Records	General Office Administration Records	343-4849	ALL	0	10/14/2008	Page 3 of 5
10	<b>Reading Files:</b> Extra copies of letters, memoranda, messages or other records used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, for signature control, preparation of periodic reports, or for similar administrative purposes, and maintained separately in a chronological arrangement.		3				Record Copy may be administered in the General Correspondence Files, refer to Item 2 SoAGARRS #100.2 Item # 71
11	<b>Records &amp; Information Management Files:</b> Consists of file plans/system outlines; record retention schedules; records management policies and procedures, records transfer lists records disposition notices, transmittal/receipts; records audit forms, correspondence with agencies, records contractor and records manager, accounting, holdings and billing information		SUP Rec Mgmt C+3				Retain File Plans, Records Schedules and Policies & Procedures until superceded. Retain transfer lists until last box on list is disposed. Retain Disposition Notices, Audit Forms, Correspondence & Account data for 3 years. Office of Record for records schedules, transfer lists, disposition notices, transmittal/receipts and cumulative holdings information is Records Management. SoAGARRS #100.2 Item # 72
12	<b>Reports--Annual:</b> Reports issued by municipal agencies that describe functions, activities and events.		Dept ACT				Retain until administrative or management need is met; then, transfer to the Loussac Library or Municipal Archives for appraisal and possible inclusion in the collection. SoAGARRS #100.2 Item # 73
13	<b>Reports - Audit:</b> consists of municipal agency produced Audit reports		Cntrlr		P		Finance/Controller maintains Record Copy of state and federal single audits. Copies of reports are maintained until administrative or management need is met SoAGARRS #100.2 Item # 74
14	<b>Technical Reference Files:</b> Consists of technical studies, publications, consultant reports, internet printouts from any source related to program administration and functions.		ACT				Retain until administrative or management need is met SoAGARRS #100.2 Item # 75

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Page 3 of 5
Municipality of Anchorage	General Administrative Records	General Office Administration Records	343-4849	ALL	0	10/14/2008	
15	<b>Transitory &amp; Miscellaneous Administrative Information:</b> This records series consists of documents that are created primarily for the communication of information, as opposed to communications designed for the perpetuation of knowledge. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Includes: e-mail with shortfived or no administrative value, voice mail, selfadhesive notes, data input documents, appointment books/calendars, intra-office correspondence tracking logs, word processing files, suspense files, temporary instructions, publication bulletins, notary certificates (copies) meeting notices, announcements and training flyers.		ACT			Retain until administrative need is met SoAGARRS #100.2 Item # 76	
16	<b>Special Projects:</b> Consists of correspondence, working papers, and information related to the special projects of the municipal agency.		ACT			Retain until administrative or management need is met; then, submit file titles to the State Archives for archival review. SoAGARRS #100.2 Item # 77	
17	<b>Forms:</b> Records series consists of forms, request for approval of forms, or similar documents, submitted by office of primary responsibility for the form, and all revisions; latest printing specifications; latest review of form, showing status of form; records about the form; final draft/master or a copy of the current edition showing the office of primary responsibility's approval; and, a copy of each printed edition of the form.		T+1			Retain 1 year after obsolescence. State of Alaska General Administrative Records Retention SoAGARRS #100.2 Items # 78&79	



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Agency's Charter Use Only

1 Retention Schedule Item #	2 Department	3 Division	4 Section	5 Phone #	6 Dept. ID	7 Revision #	8 Effective Date	9 Records Disposition			10 Retention Period Justification; Authorities; Remarks
								11 Records Center (years)	12 HSL Archive	13 Other Record	
	Municipality of Anchorage	General Administrative Records	General Office Administration Records	343-4849	ALL	0	10/14/2008				
18		<b>Business Continuity Plans:</b> This records series consists of disaster preparedness and/or recovery plans adopted by a municipal agency						X			Retain until plan is superseded SoAGARRS #100.2 Item # 81
19		<b>Disaster Preparedness Drills:</b> This records series consists of the results of disaster preparedness exercises and the supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulties, description of how difficulties were resolved, and areas for improvement. Types of drills include: fire, earthquake, safety, chemical spills, etc.						X			Retain 3 years provided reviews have been conducted SoAGARRS #100.2 Item # 82
20		<b>Drafts &amp; Working Papers:</b> This series contains documents, correspondence, reports, memoranda, and other materials in preliminary or developmental form before their iteration as a final product. Drafts may include copies of materials circulated for review for grammar, spelling and content. Working papers may include notes and miscellaneous documents used in compiling and assembling the final product.						X			Retain until obsolete, superseded or administrative or management need is met. SoAGARRS #100.2 Item # 83
21		<b>Safety Inspection Records:</b> Inspection reports for fire, security and safety.						X			Retain for 3 years even when superseded. SoAGARRS #100.2 Item # 85
22		<b>Key &amp; Badge Issuance Records:</b> This records series consists of the key control system which includes receipts for keys and security or identification badges issued to employees.						X			Retain until employee no longer works for the agency and for keys badge has been returned whichever comes first SoAGARRS #100.2 Item # 86
23		<b>Supply Records:</b> This records series consists of documentation of consumable supplies located in a central supply office for use by agency staff.						X			SoAGARRS #100.2 Item # 87

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date
Municipality of Anchorage	General Administrative Records	General Office Administration Records	343-4849	ALL	0	10/14/2008
24	<b>Surveillance Video Tapes</b> This records series consists of surveillance video tapes created to monitor activities occurring both within and outside of public buildings.		monthly			Retain record copy 1 month, then erase and reuse, provided any necessary images are saved. Agency should create an internal management policy to determine which images should be retained for further investigation. Tapes may play an integral part in prosecution or disciplinary actions. SoAGARRS #100.2 Item # 88
25	<b>Visitor Logs:</b> This records series consists of records documenting employees' and visitors' entrance into an agency building during and/or after office hours. Logs may require time, date, signature, reason for visit, and location or person visited.		AGCY 2	X		SoAGARRS #100.2 Item 89
26	<b>Complaints: Citizen/Consumer/Employee:</b> This records series consists of individual complaints from citizens, consumers or employees and may include: name, address, date, telephone number, narrative of complaint, to whom referred and date, action taken and signature of person taking the action.		ACT+1	X		Retain record copy 1 year after resolution provided applicable audits have been released. This fileset does not include claims of harassment or discrimination among employees. Refer to Personnel Administration Records, Item 12, Grievance Case Files. SoAGARRS #100.2 Item 90
27	<b>Training Material Records:</b> Records set contains materials used in training municipal employees.		SUP	X		Retain record copy until obsolete, superseded or administrative need met; then contact the State Archives for archival review. SoAGARRS #100.2 Item 91
28	<b>Training Rosters for Scheduled Trainings</b> Includes names of those trained and the training subject		ACT	X		Retain with personnel file until administrative need is met
29	<b>Mail &amp; Telephone Records:</b> This record set contains any departmental mailings logs, telephone logs, and phone number lists.		C+1	X		Retain Current year + 1 or until administrative need is met SoAGARRS #100.2 Item 92
29	<b>Postage Records</b>		A or 3	X		Retain 3 years or after audit, whichever comes first. SoAGARRS #100.2 Item 93



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only  
Ret: Sched Code

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Page 1 of 4			
Retention Schedule Item #			4 Retention Period		5 Records Disposition			6		
Description of records included in the series			Record Copy Dept.	Office (years)	Records Center (years)	Destroy	Hist. Archive	Other	Vital Record	Retention Period, Justification, Authorities, Remarks
1	Municipality of Anchorage	General Administrative Records	343-4849	ALL	0	10/14/2008	1	4	7	
1		<b>Individual Personnel Files</b> May include applications, resumes, personnel actions, performance evaluations, copies of applications for insurance and benefits, and training records. Must include date of hire and rehire documentation and date and cause of termination or suspension.	ER	T+50		X				Departments forward to Employee Relations after employee terminates ER maintains Record Copy for 50 years Confidential per AS 39.25.080 & 2 AAC 7.910(c). 8 AAC 85.020 requires hire and termination documentation. SoAGARRS #100.2 item 100,101
2		<b>Recruitment, Selection &amp; Appointment Records:</b> This records series includes applications, transcripts, position vacancy announcements, letters of introduction, test answer sheets, examination papers, records of ratings of applicants, and correspondence.	ER	2		X				Retain Record Copy 2 years from date of hire. Retain all other copies 6 months. Confidential per AS 39.25.080. Retention Authority: 2 AAC 07.113 6 AAC 30.840 (State Commission for Human Rights) requires 2-year retention of recruitment records. If EEO action is initiated, retain department copies 1 year after settlement. SoAGARRS #100.2 item 102
3		<b>Unsolicited Employment Inquiries</b>	Dept	ACT						Retain until administrative need is met. SoAGARRS #100.2 item 103
4		<b>Accident &amp; Incident Reports</b> Department copy of reports for on-the-job accidents or illnesses as forwarded to the Absence Management Section of the Division of Personnel and the state insurance fund for worker's compensation or disability benefits claims.	Risk Mgmt	1						Department Copy is maintained by the Division of personnel, absence management section for 1 year. All other copies may be retained until administrative need is met. The Division of Risk Management administers the Record Copy of Claim Files for 7 years after claim is settled and all legal aspects are resolved. Note: Do not file copies in employee's personnel file. SoAGARRS #100.2 item 105



Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date
Municipality of Anchorage	General Administrative Records	Personnel Administration Records	343-4849	ALL	0	10/14/2008
5	<p><b>Employee Training Records--Hazardous/Toxic Substances &amp; Blood-Borne Pathogens:</b> Includes training material, attendance records, correspondence and documentation of training in proper use and handling of hazardous substances. Refer to appropriate Code of Federal Regulations (CFR) for documentation required to meet compliance standards.</p>		Dept T+1			<p>Retain for 1 year after employee terminates or 3 years, whichever is longer. Record Copy is maintained by department. Note: department maintains list of employees who handle hazardous substances. AS 18.60.066 [Employee Safety Education Programs] 29 CFR 1910.1001 [Asbestos] 29 CFR 1910.1030 [Bloodborne Pathogens] 29 CFR 1910.1200 [Employee Training] SoAGARRS #100.2 item 106</p>
6	<p><b>Hazard Communication &amp; Material Safety Data Sheet</b> This records series documents compliance with OSHA regulations regarding hazardous chemicals received by an department. Consists of information relating to comprehensive hazard communication programs, including container labeling/warning information; and, material safety data sheets, which list chemical name, description, composition, intended use, flash point, transportation, hazards, safe handling, extinguishing methods and related documentation. Data sheets must be readily accessible to staff during each work shift.</p>		Dept 30			<p>Record Copy maintained by department receiving chemicals.  29 CFR 1910.1200 [Hazard Communication Standard] 29 CFR 1910.1450 [Hazardous Chemicals] Per 29 CFR 1910.1020(c)(6) material safety data sheets constitute an "employee exposure record." SoAGARRS #100.2 item 106</p>

Department	Division	Section	Phone #	Dept ID	Revision #	Effective Date
Municipality of Anchorage	General Administrative Records	Personnel Administration Records	343-4849	ALL	0	10/14/2008
7	<b>Employee Medical Records;</b> This records series consists of medical records of employees who may have or did come into contact with blood or other potentially hazardous materials (e.g. asbestos). Documents include copy of on-the-job accident or illness reports, medical reports, hepatitis B vaccination status, results of examinations, a copy of the healthcare professional's written opinion, a list of complaints which may be related to the exposure, and a copy of information provided to the healthcare professional. May also consist of data relating to the exposure or possible exposure of an employee to a blood-borne pathogen, contagion, radiation and chemicals above acceptable limits or dosage including: statistical analyses, incident reports, material safety data sheets, copies of reports, risk management assessments, and other necessary data to support the possibility of exposure.	T+1 T+30				Retain Department Copy for 1 year after employee terminates The Employee Relations maintains Record Copy for active employees. Retain Record Copy for employees for 30 years after exposure or employee terminates. Employee Records administrators Record Copy for separated classified and partially exempt for 30 years after exposure or after employee terminates employment. Note: These records must be maintained separately from an employee's employment history file. Confidential per AS 39.25.080. Retention in accordance with 29 USC 657 [OSHA Recordkeeping]; 29 CFR 1904 [fatalities, injuries & illnesses]; 29 CFR 1910 [Occupational Safety & Health Standards] SoAGARRS #100.2 item 108
8	<b>FMLA/AFLA Files:</b> The FMLA and AFLA are designed to assist employees balance the demands of their jobs and the needs of their families. This records series consists of basic payroll and identifying employee data, pay documentation, dates FMLA leave is taken, copies of leave notices, dispute data, medical certifications, written statements, correspondence and other backup material.	ER 3				Employee Relations administers Record Copy separate from any Personnel File. 29 CFR 825.500 stipulates 3 year retention. FMLA: Family & Medical Leave Act of 1993 AFLA: Alaska Family Leave Act Confidential per AS 39.25.080. SoAGARRS #100.2 item 109
9	<b>EEO &amp; Affirmative Action Complaints Files:</b> Department copy of EEO and affirmative action complaints, departmental actions, correspondence and investigative materials.	ACT+ 5 T+10				Retain Department copy 5 years after complaint has been settled (T). Office of Equal Employment Opportunity administers the Record copy of Complaint Case Files for 10 years after the case is closed. SoAGARRS #100.2 item 110

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date
Municipality of Anchorage	General Administrative Records	Personnel Administration Records	343-4849	ALL	0	10/14/2008
10	Grievance Case Files: Agency copy of grievances filed by employees against a department and resolution documentation including department responses and decisions.		ACT+5			<p>Retain 5 years after resolution &amp; execution of any stipulations.</p> <p>Copies of all written contract grievances are forwarded to the Division of Labor Relations; however, Labor Relations does not maintain records of grievances resolved at the agency level.</p> <p>Confidential per AS 39.25.080 &amp; AS 23.40.245</p> <p>SoAGARRS #100.2 item 111</p>
11	Drug Test Records: This records series consists of the positive or negative results of a drug test under the Drug Free Workforce Act or as required for a Commercial Driver License (CDL) or other drivers under USDOT regulations. May include documents generated in decisions to administer reasonable suspicion or post-accident testing and verifying medical data; employer's copy of alcohol test form, including the results of the test; a copy of the controlled substances test chain of custody control form; notice to report for testing; affidavit signed by the employee regarding any prescription drug or over the counter medication usage; work clearance forms; and, correspondence related to employee refusal to take or submit samples for an alcohol and/or controlled substance test.		ER 5	X		<p>Negative Tests-FTA, MOA, FMCSA 49 CFR 655.71 is 1 year Retain Record Copy 5 years per MoA ER/Compliance, administrative.</p> <p>Positive Tests-FTA, MOA, FMCSA 49 CFR 655.71 is 5 year Retain Record Copy Permanently per MoA ER/Compliance, administrative.</p> <p>Retain all other copies until administrative need is met and destroy..</p> <p>SoAGARRS #100.2 item 112</p>
12	Background/Security Checks: This records series consists of background/security checks for potential new hires and promotions. These checks may include a background and driver's license screening, reference check, APSIN/NCIC checks, and verification of academic standing. These files also may include: notices of not being hired based on the outcome of a security check and rebuttal documentation, fingerprint cards, copy of driver's license, copy of transcript release form, and returned form reference letters.		2			<p>Retain Record Copy 2 Years. Retain all other copies until obsolete, superseded or administrative need is met. APSIN: Alaska Public Safety Information Network NCIC: National Crime Information Center</p> <p>SoAGARRS #100.2 item 113</p>



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Ret. Sched. Code	
Municipality of Anchorage	General Administrative Records	Information Technology Records	343-4849	ALL	0	10/14/2008		
Page 1 of 3								
Retention Schedule Item #	2a	3	4	5	6		7	
	ERec	Record Copy Depl.	Retention Period (years)	Records Center (years)	5	Records Disposition		
						Hist. Archive	Vital Record	
1			T+1					
	<b>Administrative Information Management Systems Studies &amp; Operational Plans-Major &amp; Minor</b> Consists of studies, plans, synopses, detailed reports and special projects of a Commissioner, Director, Board or Commission that assess the need for administrative systems improvements in the area of information management. Contents may include: workload and organizational data, logs, time studies, interviews, questionnaires, computer printouts, final report, correspondence, authorized actions, workflow schematics, etc.							Retention Period Justification; Authorities; Remarks  Retain one year after system terminated; or, when no longer needed for reference, whichever is later. Recommended review every five years For studies that may have historical significance, contact the Records Management for appraisal and inclusion in Municipal Archives. SoAGARRS #100.2 item 60
2			ACT+4 A+4					
	<b>Feasibility Study Records</b> These reports document the analysis of information management problems to determine effective operational, economical and technical solutions and include data collection material such as: logs, time studies, interview notes, questionnaires, computer printouts, requirements analysis documents, and related correspondence.							Retain Record Copy at Department for 4 years after successful implementation (ACT) or following an audit (A), whichever is later. SoAGARRS #100.2 item 120
3			Dept C+5					
	<b>Systems Analysis &amp; Design Documentation:</b> This records series documents the examination of an IT problem and the creation of its solution and includes: logs, time studies, interview notes, questionnaires, computer printouts, diagrams, schematics, workflow documents, computations, correspondence and other documents related to systems analysis and design.							Retain Record Copy at Department for 5 years after successful implementation. SoAGARRS #100.2 item 121

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date
Municipality of Anchorage	General Administrative Records	Information Technology Records	343-4849	ALL	0	10/14/2008
4	<b>Testing Data:</b> These filesets document programmer and user testing processes created prior to implementation of a new or revised application. Contains a sample of every category of valid data as well as many invalid conditions as possible and may include: test programs/scripts with their results, instructions, routines, validity checking and verification data, and user acceptance and other test documentation.		Dept C+1			Retain Record Copy at Department for 1 year after successful implementation. SoAGARRS #100.2 item 122
5	<b>Program Source Code &amp; Programmer Documentation:</b> This records series consists of programming statements and instructions that are written by a programmer, and convertible into machine language by compilers, assemblers or interpreters; and, other documentation the programmer utilizes for application implementation. May also include data systems/file specifications, codebooks, file layouts and output specifications.		Dept T+2			Retain Record Copy at Department for 2 years after the system no longer operational. (T) SoAGARRS #100.2 item 123
6	<b>Program (User) Documentation &amp; Training Materials:</b> May include user guides, notes, computations, reports, computer printouts, data systems/file specifications, codebooks, file layouts, output specifications, brochures and other end user material regarding the use of an application.		Dept T+1			Retain Record Copy at Department for 1 year after the system no longer operational. As materials are updated, retain previous version for 1 year following update. SoAGARRS #100.2 item 124
7	<b>IT General Documentation File:</b> Documentation may include: usage/inventory reports, application software licenses/agreements, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation and maintenance of Agency Internet site.		Dept SUP T+3			Retain until documentation is obsolete, superseded or administrative need is met. Retain application software licenses and agreements for three years after termination. SoAGARRS #100.2 item 125

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Municipality of Anchorage	General Administrative Records	Information Technology Records	343-4849	ALL	0	10/14/2008	Page 3 of 3
8	<b>Post Implementation Evaluation Reviews &amp; Reports:</b> Assessments conducted following the completion of each IT project that address operational problems (whether the project met proposed objectives, was completed within the anticipated time and budgetary constraints, and achieved the proposed benefits). Includes surveys, gap analysis checklists, third party recommendations and auditor comments.		Dept C+5			Retain Record Copy at Department for 5 years after successful implementation.  SoAGARRS #100.2 item 126	
9	<b>Information Technology Assets Audits (Inventories):</b> Consists of information used to accurately locate and monitor software assets of the agency, including: analyses, reports, reviews, listings, logs, risk assessment documents and other software-audit tool outputs.		Dept 4			Retain Record Copy at Department for 4 years, or the inventory is superceded by another inventory, or the asset is no longer operational, has been disposed of; or, is no longer owned by the program, whichever is later.  SoAGARRS #100.2 item 127	



**MUNICIPALITY OF ANCHORAGE  
RECORDS RETENTION SCHEDULE**

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

**Retention Schedule  
Update Log**

Enter Department - Division - Section - Phone # - Dept. ID - Revision # - Effective Date exactly as entered on 91-042A

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Rel. Sched. Code
Municipality of Anchorage	General Administrative Records	All	343-4849	ALL	0	10/14/2008	

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	Rel. Sched. 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: Enter narrative here

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.
	<b>New Schedule</b>			

**Content ID:** 006895**Type:** RecRetentionSched -**Title:** Municipality of Anchorage General Records Retention Schedule - Update**Author:** maglaquijp**Initiating Dept:** IT**Date Prepared:** 10/1/08 6:52 PM**Director Name:** Fred Carpenter**Assembly Meeting Date:** 10/14/08 12:00 AM

<b>Workflow Name</b>	<b>Action Date</b>	<b>Action</b>	<b>User</b>	<b>Security Group</b>	<b>Content ID</b>
Clerk_Admin_SubWorkflow	10/3/08 1:57 PM	Exit	Michael Abbott	Public	006895
MuniMgrCoord_SubWorkflow	10/3/08 1:57 PM	Approve	Michael Abbott	Public	006895
MuniManager_SubWorkflow	10/3/08 1:56 PM	Approve	Michael Abbott	Public	006895
MuniManager_SubWorkflow	10/3/08 1:00 PM	Checkin	Joy Maglaqui	Public	006895
InternalAudit_SubWorkflow	10/3/08 11:54 AM	Approve	Peter Raiskums	Public	006895
Controller_SubWorkflow	10/3/08 10:51 AM	Approve	Teresa Peterson	Public	006895
Muni_Clk_SubWorkflow	10/3/08 10:33 AM	Approve	Barbara Gruenstein	Public	006895
Archivist_SubWorkflow	10/2/08 3:47 PM	Approve	Toby Allen	Public	006895
CFO_SubWorkflow	10/2/08 3:33 PM	Approve	Sharon Weddleton	Public	006895
CFO_SubWorkflow	10/2/08 2:12 PM	Checkin	Nina Pruitt	Public	006895
IT_SubWorkflow	10/2/08 8:33 AM	Approve	Fred Carpenter	Public	006895
RecRetentionSched	10/1/08 6:58 PM	Checkin	Toby Allen	Public	006895