

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. 2008-215

1 A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE
2 UPDATED RECORDS RETENTION SCHEDULE FOR THE ANCHORAGE
3 EQUAL RIGHTS COMMISSION OFFICE, IN ACCORDANCE WITH
4 MUNICIPAL POLICY AND PROCEDURE 52-2
5

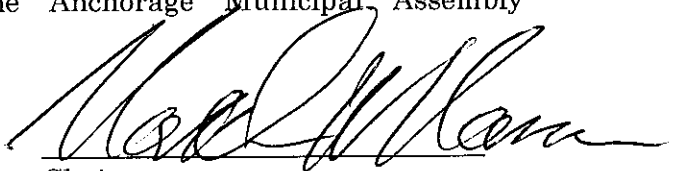
6
7 WHEREAS, The Anchorage Equal Rights Commission Office has updated its
8 Records Retention Schedule; and
9

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

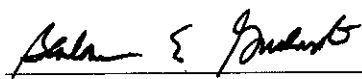
15 WHEREAS, the Municipal Archivist, Clerk, Internal Auditor and Controller
16 have reviewed and approved the Records Retention Schedule.
17

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
22 this 14th day of October, 2008.
23

24
25 
26 Chair
27

28 ATTEST:
29

30 
31
32 Municipal Clerk

		MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE				Records Management Use Only Ret. Sched. Code	
Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Page 1 of 1
Anchorage Equal Rights Commission			343-4342	1050	0	10/14/2008	

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	Barbara Jones	<i>Barbara A. Jones</i>	9/29/08
Agency Records Coordinator	Merianne Thomas	<i>Merianne Thomas</i>	9/30/08
Records Management Officer	Fred Carpenter		
Archivist	Toby Allen		
Clerk	Barbara Gruenstein		
Controller	Teresa Peterson		
Internal Auditor	Peter Ralskums		
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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Rel. Sched. Code	
Anchorage Equal Rights Commission			343-4342	1050		10/14/2008		
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.	Office (years)	Records Center (years)	Destroy (years)	Hit. Archive	Other	Vital Record
1		Complaint Files	AERC C+3	0	X			
2	X	EEOC Contracts & Backup Documents	AERC C+3	P		X		
3	X	Public Hearing Files	AERC C+3/P	0				
4		Inquiry Records	AERC C+1	0	X	X		
5	X	Annual Reports	AERC P	P			X	
6	X	Commission Meeting Minutes	AERC P	0		X		X

Retention Codes (for use with 4. above.) C = Current/Created Year A = Audit Year # = Number of years P = Permanent T = Terminated ACT = Active SUP = Superseded IND = Indefinite	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 Records Disposition: Place 'X' in the column that describes the disposition for the records series. If final disposition is "Other", i.e.: Digitization (scanning), Microfilm, 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: Vital records include agency critical operations information, essential business continuity information or any other record which justifies special protection and inclusion in the MOA Business Continuity Plan. 7 Retention Period Source Citation, Other Justification, Remarks: Cite the source authority for any mandated retention period or justify the retention period with a sound administrative, fiscal or legal need. Also provide any remarks that will avoid confusion in the handling and disposition of the record series or in the application of the retention period. Use all the space you need to provide information on any unusual circumstances about the record series.	



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Rel. Schd. Code
Anchorage Equal Rights Commission	0	0	343-4342	1050	0	10/14/2008	Page 2 of 2
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 Depl.	Office (years)	Records Center (years)	Records Disposition: Destroy, Hist. Archive, Other	Vital Record
7	Payment Records: Records relating to payment for commodities, services, fines, fees, permits, reimbursements, and refunds. Record types include but are not limited to: invoices, vouchers, credit card statements, credit 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 & 1042 information returns and associated documents, W-9 & W-8 forms, TIN matching results, check registers, approval queries/payment authorizations, acting memos, and correspondence including email pertaining to payments.		AERC	C+4		X	
8	Personnel Files/Termination Papers		AERC	T+2	0	X	
9	General Correspondence		AERC	C+3	0	X	
10	Payroll Processing Back-up Documentation: Includes but not limited to the following items: 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		AERC	C+1	3	X	
Record Copy is maintained by the agency MOA Finance/Accounts Payable Retention Schedule 10/14/2008							
Termination papers need to be sent immediately to Employees Relation. All other paper work will be destroy after 2 years.							
Won't send documents to records. The office will shred documents after 3 years.							
State of Alaska General Administrative Records Retention Schedule #100.2, General Accounting Records, Item #21, plus an additional year for administrative purposes.							



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	Ret. Sched. Code
Anchorage Equal Rights Commission		0	343-4342	1050	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	Ret. Sched. Code
Anchorage Equal Rights	0	0	343-4342	1050	1	6/12/1995	

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: State of Alaska Records Retention Schedule
Enter narrative here: Our retention schedule needs to be updated according to the State of Alaska retention schedule and our department has been moved to a smaller office.

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	Complaint Files	x		Destroying files after 3 years instead of 7 to follow State of Alaska retention schedule
2	Public Hearing Files	x		Needed to be added to our retention schedule because it wasn't on it.
3	Inquiry Records	x		Needed to be added to our retention schedule because it wasn't on it.
4	Commission Meeting Packets		x	Commission Meeting Packets are not in the old retention schedule. They needed to be removed because the previous schedule was not updated to be the new retention schedule.
5	Admin Files, Accounts Payable	x		Needed to be added to our retention schedule because it wasn't on it.
6	Personnel Files	x		Needed to be added to our retention schedule because it wasn't on it.
7	Central Correspondence	x		Needed to be added to our retention schedule because it wasn't on it.
8	Payroll Files	x		Needed to be added to our retention schedule because it wasn't on it.
9	Anchorage Community Police Relations Task Force Files	x		Needed to be added to our retention schedule because it wasn't on it.

Content ID: 006875**Type:** RecRetentionSched -

A Resolution Approving the Updated Records Retention Schedule for the

Title: Anchorage Equal Rights Commission in Accordance with Municipal Policy & Procedure 52-2, Information Technology**Author:** pruittns**Initiating** IT**Dept:****Keywords:** Records Retention, AERC, Equal Rights, Commission**Date Prepared:** 10/1/08 8:54 AM**Director Name:** Fred Carpenter**Assembly** 10/14/08
Meeting Date:

Workflow Name	Action Date	Action	User	Security Group	Content ID
Clerk_Admin_SubWorkflow	10/3/08 11:08 AM	Exit	Heather Handyside	Public	006875
MuniMgrCoord_SubWorkflow	10/3/08 11:08 AM	Approve	Heather Handyside	Public	006875
MuniManager_SubWorkflow	10/3/08 10:42 AM	Approve	Michael Abbott	Public	006875
InternalAudit_SubWorkflow	10/2/08 3:31 PM	Approve	Peter Raiskums	Public	006875
Controller_SubWorkflow	10/2/08 11:03 AM	Approve	Teresa Peterson	Public	006875
Muni_Clk_SubWorkflow	10/2/08 9:24 AM	Approve	Barbara Gruenstein	Public	006875
Archivist_SubWorkflow	10/2/08 9:10 AM	Approve	Toby Allen	Public	006875
CFO_SubWorkflow	10/2/08 9:00 AM	Approve	Nina Pruitt	Public	006875
CFO_SubWorkflow	10/2/08 9:00 AM	Checkin	Nina Pruitt	Public	006875
CFO_SubWorkflow	10/2/08 8:40 AM	Checkin	Nina Pruitt	Public	006875
CFO_SubWorkflow	10/2/08 8:35 AM	Checkin	Nina Pruitt	Public	006875
IT_SubWorkflow	10/1/08 10:58 AM	Approve	Fred Carpenter	Public	006875
RecRetentionSched	10/1/08 9:08 AM	Checkin	Toby Allen	Public	006875