

CLERK'S OFFICE

APPROVED

Date: 10/14/2008

Submitted by: Chairman of the Assembly at
the Request of the Mayor

Prepared by: Information Technology

For reading: October 14, 2008

ANCHORAGE, ALASKA

AR NO. 2008-217

1 A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE
2 UPDATED RECORDS RETENTION SCHEDULE FOR EAGLE RIVER
3 CHUGIAK PARKS RECREATION, ECONOMIC AND COMMUNITY
4 DEVELOPMENT DEPARTMENT, IN ACCORDANCE WITH MUNICIPAL
5 POLICY AND PROCEDURE 52-2.
6

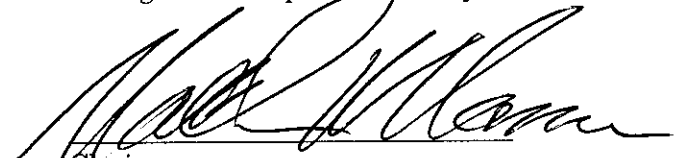
7
8 WHEREAS, Eagle River Chugiak Parks Recreation, Economic and
9 Community Development Department has updated its Records Retention Schedule;
10 and
11

12 WHEREAS, in accordance with Municipal Policy and Procedure 52-2, the
13 Records Management Officer has reviewed the Records Retention Schedule and
14 forwarded it for review and approval to the Municipal Archivist, Clerk, Internal
15 Auditor and Controller; and
16

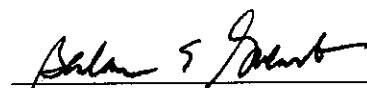
17 WHEREAS, the Municipal Archivist, Clerk, Internal Auditor and Controller
18 have reviewed and approved the Records Retention Schedule.
19

20 NOW, therefore, the Anchorage Assembly adopts the Retention Schedule as
21 submitted, reviewed and approved.
22

23 PASSED AND APPROVED by the Anchorage Municipal Assembly this
24 14th day of October, 2008.
25

26
27 
28 Chair
29

30 ATTEST:

31
32 
33
34 Municipal Clerk

		MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE				Records Management/Use Only Rel. Sched. Code:	
Department Office of Econ. & Com. Development	Division ER/Chugiak Parks, Rec. & Com. Dev.	Section Administration	Phone # 694-2011	Dept. ID 5115/5470/547	Revision # 3	Effective Date 7/21/2008	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	JOHN H. RODDA	<i>John H. Rodda</i>	7-28-08
Agency Records Coordinator	Valerie A. Barkley	<i>Valerie A. Barkley</i>	7-28-08
Records Management Officer	Fred Carpenter		
Archivist	Toby Allen		
Clerk	Barbara Gruenstein		
Controller	Teresa Peterson		
Internal Auditor	Peter 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



Department Office of Econ. & Com. Development		Division ER/Chugiak Parks, Rec. & Com. Dev.		Section Administration		Phone # 694-2011		Dept. ID 9115/64705473		Revision # 3		Effective Date 7/21/2008		Page 1 of 1		Ret. Sched. Code	
2		2a		3		4		5		5a		6		7		Retention Period Source Citation or Other Justification	
1		ERec		Record Copy Depl.		Records Center (years)		Micro-film		Hisl. Archive		Vital Record					
1		Financial Records		Description of records included in the series		C+5		5		X							
2		Payroll Records - Timesheets and associated docs				C+2		2		X							
3		Personnel Records				C+1				X						Maintain one year after seasonal employee terminates and then forward to Employee Relations	
4		Recreation Programming				C+5		5		X						Day camp participant records must be kept until participant reaches 18 years of age	
5		Permits				C+5				X							
6		Administration				C+1				X							
7		Maintenance				C+1				X							
8		Park Files				P						X					
9		Park Board Agendas, Minutes & Correspondence				P								X			
10		Community Development				C+10				X							
						C+10											
						C+10											

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

Examples:

C+2 = Current Year + 2 years

C+A+1 = Current

Year+Audit year+1 year

5 = 5 years



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

Retention Schedule Update Log

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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Ref. Sched. Code
Office of Econ. & Com. Development	ER/Chugiak Parts, Rec. & Com. Dev.	Administration	694-2011	5115/5470/5473	3	7/21/2008	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	Ref. 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.

[illegible]

Content ID: 006889**Type:** RecRetentionSched -**Title:** Eagle River Chugiak Parks Recreation and Community Development â€œ
Records Retention Schedule Update**Author:** pruittns**Initiating Dept:** IT**Date Prepared:** 10/1/08 5:47 PM**Director Name:** Fred Carpenter**Assembly Meeting**
Date: 10/14/08

Workflow Name	Action Date	Action	User	Security Group	Content ID
Clerk_Admin_SubWorkflow	10/3/08 11:11 AM	Exit	Heather Handyside	Public	006889
MuniMgrCoord_SubWorkflow	10/3/08 11:11 AM	Approve	Heather Handyside	Public	006889
MuniManager_SubWorkflow	10/3/08 10:46 AM	Approve	Michael Abbott	Public	006889
InternalAudit_SubWorkflow	10/2/08 4:08 PM	Approve	Peter Raiskums	Public	006889
Controller_SubWorkflow	10/2/08 3:51 PM	Approve	Teresa Peterson	Public	006889
Muni_Clk_SubWorkflow	10/2/08 3:34 PM	Approve	Barbara Gruenstein	Public	006889
Archivist_SubWorkflow	10/2/08 3:33 PM	Approve	Toby Allen	Public	006889
CFO_SubWorkflow	10/2/08 3:32 PM	Approve	Sharon Weddleton	Public	006889
CFO_SubWorkflow	10/2/08 11:27 AM	Checkin	Nina Pruitt	Public	006889
IT_SubWorkflow	10/2/08 8:32 AM	Approve	Fred Carpenter	Public	006889
RecRetentionSched	10/1/08 5:53 PM	Checkin	Toby Allen	Public	006889