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. 2008-218

A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE UPDATED RECORDS RETENTION SCHEDULE FOR THE CONTROLLER DIVISION, FINANCE DEPARTMENT, IN ACCORDANCE WITH MUNICIPAL POLICY AND PROCEDURE 52-2

WHEREAS, The Controller Division, Finance Department 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 14th day of October, 2008.

Chair

ATTEST:

Municipal Clerk

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Records Management Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Finance	Controller	All	343-6576	1321, 1322, 1323,1324	2	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	Sharon Weddleton	S Weddleton	9/26/08
Agency Records Coordinator	Dale A. Peterson	Dale A. Peterson	09/26/08
Records Management Officer	Fred Carpenter		
Archivist	Toby Allen		
Clerk	Barbara E. Gruenstein		
Controller	Teresa L. 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 Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Finance	Controller	Controller	343-6926	1321	1	10/14/2008	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 Records Disposition: Destroy	5 Records Disposition: Hist. Archive	5 Records Disposition: Other	6 Vital Record	7 Retention Period Source Citation, Other Justification Remarks
1	AR/AM & Contract Receipt Log Book		Ctrlr	C + 1		X				
2	GFOA CAFR Comments		Ctrlr	C + 1		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

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 Records Disposition: Place 'X' in the column that describes the disposition for the records series. If final disposition is "Other", ie.: 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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		For Records Center Use Only: Ret. Schd. Code
Finance	Controller	Central Accounting	343-6576	1322	1	10/14/2008	Page 1 of 2	

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 Records Disposition: Destroy	5 Records Disposition: Hist. Archive	5 Records Disposition: Other	6 Vital Record	7 Retention Period Source Citation, Other Justification Remarks
1	Audit Reports: This records series includes CAFR, Detail Statements and Single Audit		Ctrlr	A + 2	P				X	CAFR (Comprehensive Annual Financial Review) 2 copies are forwarded to the Municipal Documents Librarian at Loussac Library
2	Original Journal Entries and backup documentation		Ctrlr	A + 2	5	X			X	
3	Cancelled Checks		Ctrlr	A + 2	5	X			X	Cancelled check images are stored on a bank provided compact disc and kept for the audit year plus seven years.
4	Audit Support Files; Record Series Includes workpapers provided to auditors		Ctrlr	A + 2	5	X				
5	Bank Statements and Reconciliations		Ctrlr	A + 2	5	X			X	
6	Cash Receipt Books		Ctrlr	A + 2	4	X				
7	Project Setup Forms		Ctrlr	A + 2	4	X				
8	Work Authorization		Ctrlr	A + 2	2	X				Keep for same time period as grant files.
9	Monthly Financial Reports		Ctrlr	7		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

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

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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 Records Disposition: Place 'X' in the column that describes the disposition for the records series. If final disposition is "Other", ie.: 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		Ret. Schd. Code
Finance	Controller	Central Accounting	343-6576	1322	1	10/14/2008	Page 2 of 2	

1	2	2a	3	4 Retention Period		5 Records Disposition			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)	Destroy	Hist. Archive	Other	Vital Record	Retention Period Justification; Authorities; Remarks
10	Fixed Asset Reports		Ctrlr	T		X				Fixed Asset Reports maintained until asset is disposed of (Terminated).
11	Vehicle Titles		Ctrlr/ Pur	T						Transferred to Purchasing prior to disposition of vehicle
12	Real and Personal Property Tax Reports: Reports include TRX 218, TRX 223, TRX 225		Ctrlr	A + 2	4	X				

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	Grants	343-6576	1322	1	10/14/2008	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 Records Disposition: Destroy	5 Records Disposition: Hist. Archive	5 Records Disposition: Other	6 Vital Record	7 Retention Period Source Citation, Other Justification Remarks
1	Grant files (as Grantee) - maintained in Controller Division		Grants & Agcy	A + 2	2	X				Closed grant files are retained on-site for 2 yrs *after* completion of Single audit and 2 yrs off-site. The Grants Section maintains copy of audit required workpapers and financial status reports. (MOA Departments maintain record copy of program narrative and reporting.)
2	Overhead Charges		Grants	A + 2	2	X				
3	Fund Activity and Audit Workpapers		Grants	A + 2	2	X				

Retention Codes
(for use with 4 above.)
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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.

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5 Records Disposition: Place 'X' in the column that describes the disposition for the records series. If final disposition is "Other", ie.: 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.

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MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only
Ret. Schd. Code

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Finance	Controller	Payroll	343.4484	1323	1	10/14/2008	Page _1_ of _3_

1	2	2a	3	4 Retention Period		5 Records Disposition			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)	Destroy	Hist. Archive	Other	Vital Record	Retention Period Source Citation, Other Justification Remarks
1	941 Reports		Finance	C+7		X				State of Alaska Records Retention Schedule 29000 - Item 164
2	W2 and W2c Reports	X	Finance	C+7		X			X	State of Alaska Records Retention Schedule 29000 - Item 164
3	Tax deposits		Finance	C+7		X				Administrative: Retain for the same time period as Item #1 and #2
4	Tax Issues and Documentation		Finance	C+7		X				Administrative: Retain for the same time period as Item #1 and #2
5	Unemployment Reports and Payments		Finance	C+7		X				Administrative: Retain for 7 years after the calendar year has closed
6	Biweekly Payroll Processing Backup Documents (Pay Run Documentation)		Finance	C+1	3	X				Administrative: Retain for records for current year plus 4 years.
7	PERS Journal Entries		Finance	C+1	49		X		X	State of Alaska Records Retention Schedule 21601 - Item 3. Administrative requirement.
8	401(k) Journal Entries		Finance	C+1	49		X		X	State of Alaska Records Retention Schedule 21601 - Item 3. Administrative requirement.
9	457 Journal Entries		Finance	C+1	49		X		X	State of Alaska Records Retention Schedule 21601 - Item 3. Administrative requirement.
10	Police and Fire Retirement (PFRS) Journal Entries		Finance	C+1	49		X		X	State of Alaska Records Retention Schedule 21601 - Item 3. Administrative requirement.
11	Off Cycle Checks	X	Finance	T+1	9	X				State of Alaska Schedule 300 (PAY-1) Maintain 10 years after employee terminates.

Retention Codes
(for use with 4 above.)
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C+2 = Current Year + 2 years
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MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only
Ret. Schd. Code

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Finance	Controller	Payroll	343.4484	1323	1	10/14/2008	Page 2 of 3

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)	Records Center (years)	5 Records Disposition: Destroy	Hist. Archive	Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
12	Check reversals	X	Finance	C+1	9	X				State of Alaska Schedule 300 (PAY-1)
13	Payroll Supervisor files		Finance	C+6	3	X				Administrative
14	Garnishments, Wage Attachments, Tax Levies, Student Loans		Finance	C+4	-	X				State of Alaska Records Retention Schedule 29000 - Item 521
15	Excess Leave Forms		Finance	C+3	-	X				State of Alaska General Administrative Records Retention Schedule #100.2 - Item 21
16	United Way Forms		Finance	C+4	-	X				State of Alaska Schedule 300 (PAY-4)
17	Dues, Initiation Fees, Assessment forms for terminated employees		Finance	C	4	X				State of Alaska Schedule 300 (PAY-4)
18	Savings Bonds		Finance	C+1	49	X			X	State of Alaska Records Retention Schedule 21601 - Item 3. Administrative requirement.
19	Leave Adjustments/Leave Donations		Finance	C+1	2	X				State of Alaska General Administrative Records Retention Schedule #100.2 - Item 21
20	Earnings Adjustments		Finance	C+1	2	X				State of Alaska General Administrative Records Retention Schedule #100.2 - Item 21
21	Take Home Vehicles, Travel Advances		Finance	C+1	2	X				State of Alaska General Administrative Records Retention Schedule #100.2 - Item 21
22	Deduction Adjustments, Dependent Care		Finance	C+1	2	X				State of Alaska General Administrative Records Retention Schedule #100.2 - Item 21
23	AP Remittances		Finance	C+1	3	X				State of Alaska Schedule 300 (PAY-4)
24	Payroll Contract Files		Finance		50	X			X	Administrative
25	Payroll Liability Reconciliations		Finance	A+2	4	X				MOA Controller General Accounting Retention Schedule Item 5. Retain for Audit purposes + 2 years in office and an additional 4 years in the records center.
26	FLSA Retroactive Payrolls		Finance	T+1	9	X				State of Alaska Schedule 300 (PAY-1) Maintain 10 years after employee terminates.
27	Verifications of Employment, Request for Copies of Records		Finance	C+1	1	X				Retain record copy for at least 2 years from date of hire. State of Alaska General Administrative Records Retention Schedule #100.2 - Item 102 Retention Authority: 2 AAC 07.113 Confidential per AS 39.25.080

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	Payroll	343.4484	1323	1	10/14/2008	Page 3 of 3	

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)	Records Center (years)	5 Records Disposition: Destroy	Hist. Archive	Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
28	Direct Deposit Forms for terminated employees		Finance	C	4	X				State of Alaska Schedule 300 (PAY-4)
29	Parking Agreements for terminated employees		Finance	C	4	X				State of Alaska Schedule 300 (PAY-4)

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only
Ret. Schd. Code

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Finance	Controller	Accounts Payable	343-6937	1324	1	10/14/2008	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)	Records Center (years)	5 Final Disposition: Micro-film	Destroy	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
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.)
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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

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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.

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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ref. Schd. Code
Finance	Controller	Payroll	343-6576	1323	1	10/14/2008	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		Ref. Schd. Code
Finance	Controller	Payroll		1323		1/1/2004		

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:	**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.
25	Payroll Liability Reconciliations	x		New records kept by the Payroll Section
26	FLSA Retroactive Payrolls	x		New records kept by the Payroll Section
27	Verifications of Employement, Request for Copies of Records	x		New records kept by the Payroll Section
28	Direct Deposit forms for terminated employees	x		New records kept by the Payroll Section
29	Parking Agreements for terminated employees	x		New records kept by the Payroll Section

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	10/14/2008	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 th

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	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 reorganzation and all pertinent information about the update process. Use all th

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 explanatio

Retention Schedule Item #	Record Series Title and Description of records included in the series	Added	Removed	Explanation of the added or deleted records series.
	This schedule was approved in 12/11/2007 as a separate update. This schedule is now rolled into the whole of the Controller Section update of 10/14/2008			
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

Content ID: 006878
Type: RecRetentionSched -
Title: A Resolution Approving the Updated Records Retention Schedule for the Controller Division, Finance Department
Author: pruittns
Initiating Dept: IT
Date Prepared: 10/1/08 9:48 AM
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 11:09 AM	Exit	Heather Handyside	Public	006878
MuniMgrCoord_SubWorkflow	10/3/08 11:09 AM	Approve	Heather Handyside	Public	006878
MuniManager_SubWorkflow	10/3/08 10:43 AM	Approve	Michael Abbott	Public	006878
InternalAudit_SubWorkflow	10/2/08 3:52 PM	Approve	Peter Raiskums	Public	006878
Controller_SubWorkflow	10/2/08 1:37 PM	Approve	Teresa Peterson	Public	006878
Muni_Clk_SubWorkflow	10/2/08 1:01 PM	Approve	Barbara Gruenstein	Public	006878
Archivist_SubWorkflow	10/2/08 12:52 PM	Approve	Toby Allen	Public	006878
CFO_SubWorkflow	10/2/08 12:50 PM	Approve	Sharon Weddleton	Public	006878
CFO_SubWorkflow	10/2/08 12:28 PM	Checkin	Nina Pruitt	Public	006878
IT_SubWorkflow	10/1/08 10:54 AM	Approve	Fred Carpenter	Public	006878
RecRetentionSched	10/1/08 9:54 AM	Checkin	Toby Allen	Public	006878