

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. 2008-220

1 A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE
2 UPDATED RECORDS RETENTION SCHEDULE FOR THE HERITAGE
3 LAND BANK DEPARTMENT, IN ACCORDANCE WITH MUNICIPAL
4 POLICY AND PROCEDURE 52-2
5

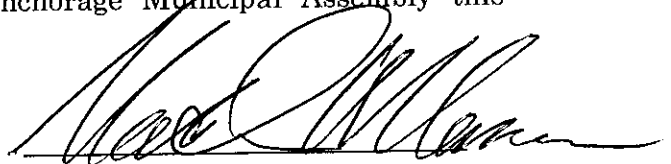
6
7 WHEREAS, The Heritage Land Bank Department has updated its Records
8 Retention Schedule; and
9

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 this
22 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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date
HLB	HLB	n/a	343-4333	1221	2	7/31/2008

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	Bill Mehner	<i>Lenny R. Oswald - Acting</i>	9/29/08
Agency Records Coordinator	Lynn Roderick Van Horn	<i>Lynn Roderick Van Horn</i>	9/25/08
Records Management Officer	Fred Carpenter		
Archivist	Toby Allen		
Clerk	Barbara Gruenstein		
Controller	Tersa Peterson		
Internal Auditor	Peter Raistkums		

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	Ret. Sched. Code		
HLB	HLB	n/a	343-4333	1221	2	7/31/2008	Page 1 of 1		
1	2	2a	3	4	5	6	7		
Retention Schedule Item #	Record Series Title and Description of records included in the series	E Rec	Record Copy Dupl.	Records Office (years)	Records Center (years)	Records Destroy (years)	Records Disposition	Vital Record	Retention Period Source Citation, Other Justification Remarks
1	Annual Financial/operations recs		HLB 3	15	X				
2	Dead Major Projects recs.		HLB 5	20	X				
3	Disposal Applications re: HLB Inventory		HLB 5	15	X				
4	Regular non-HLB Inventory project recs		HLB 3	15	X				
5	HLB Inventory sales and purchase info. docs		HLB 5	P				X	Permanent property records - do not destroy
6	HLB Misc. operations and other records		HLB 4	10	X				

Retention Codes

- (for use with 4 above.)
 - G = 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 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

Records Management Use Only
Rel. Sched. Code:
Page 1 of 1

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date
HLB	RES	N/A	752507953	1222	2	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	William M Mehner	<i>William M Mehner</i>	
Agency Records Coordinator	Jacque L Tennis/Carla Johnson	<i>Jacque L Tennis</i>	09/29/08/12/21/08
Records Management Officer	Fred Carpenter		
Archivist	Toby Allen		
Clerk	Barbara Gruenstein		
Controller	Teresa Peterson		
Internal Auditor	Peter Raiskums		

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 Citation Use Only

Department	Division	Section	Phone #	Dept ID	Revision #	Effective Date	Ret. Sched. Code
HLB	RES	n/a	752507953	1222	2	10/14/2008	Page 1 of 1
Retention Schedule Item #	Record Series Title and Description of records included in the series	2a E-Rec	3 Record Copy Dept.	4 Office (years)	5a Records Disposition	6 Records Center (years)	7 Retention Period Source Citation or Other Justification
1	Foreclosed property sale files		RES	C-4		P	Local Gov. Retention Schedule #300 (LM-4)
2	Municipal land acquisition active files		RES	ACT			Local Gov. Retention Schedule #300 (PZC-4) Active files retained by RES on site
3	Municipal land sale/disposal files		RES	ACT	X	10	Local Gov. Retention Schedule #300 (PZC-4) Retain in office while active. Retain 10 yrs after property
4	Active lease property files		RES	ACT			Local Gov. Retention Schedule #300 (PZC-4) Retain in office while active.
5	Closed lease property files		RES		X	10	Local Gov. Retention Schedule #300 (PZC-4) Closed files sent to record center. Retain 10 yrs after close of
6	Foreclosed property acquired for public purpose or where repurchase rights have been extinguished		RES	ACT	X	P	Local Gov. Retention Schedule #300 (LM-4) Retain in office while active afterwards retain in records center
7	Tax Foreclosure Judgments & Clerk's Deeds (Recorded Documents) & associated files		RES	C+3	X	9	AS 09.10.030 10 yr statute of limitation on action to recover real property/RES administrative decision
8	Repurchased tax deeded property parcel files		RES	C+3	X	7	AS 09.10.030 10 yr statute of limitation on action to recover real property
9	Certificates of redemption		RES	C+3	X	7	AS 09.10.030 10 yr statute of limitation on action to recover real property
10	General correspondence		RES	C+2	X	3	Local Gov. Retention Schedule #300 (GO-1) Retain routine correspondence 3yrs, Special 5yrs

Instructions, explanation and help. If you need more help, contact Records Management 343-4849

- Retention Schedule Item # Use numerical identification only.
- 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.
- 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.
- 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.
- Records Disposition: Place 'X' in the column that describes the disposition for the records series.
 - 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.
- 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.
- Retention Period Source Citation or Other Justification: Cite the source authority for the mandated retention period or justify the retention period with a sound administrative, fiscal or legal need. Use all the space you needed to clarify all information about the retention period and/or the record series.

Retention Codes
(for use with 4. above.)
C = Current/Created Year
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= Number of years
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Examples:
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5 = 5 years

Content ID: 006891**Type:** RecRetentionSched -**Title:** Heritage Land Bank " Records Retention Schedule Update**Author:** pruittns**Initiating Dept:** IT**Date Prepared:** 10/1/08 6:13 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	006891
MuniMgrCoord_SubWorkflow	10/3/08 11:11 AM	Approve	Heather Handyside	Public	006891
MuniManager_SubWorkflow	10/3/08 10:46 AM	Approve	Michael Abbott	Public	006891
InternalAudit_SubWorkflow	10/2/08 4:23 PM	Approve	Peter Raiskums	Public	006891
Controller_SubWorkflow	10/2/08 3:43 PM	Approve	Teresa Peterson	Public	006891
Muni_Clk_SubWorkflow	10/2/08 2:41 PM	Approve	Barbara Gruenstein	Public	006891
Archivist_SubWorkflow	10/2/08 2:40 PM	Approve	Toby Allen	Public	006891
CFO_SubWorkflow	10/2/08 1:30 PM	Approve	Sharon Weddleton	Public	006891
CFO_SubWorkflow	10/2/08 1:26 PM	Checkin	Nina Pruitt	Public	006891
IT_SubWorkflow	10/2/08 8:32 AM	Approve	Fred Carpenter	Public	006891
RecRetentionSched	10/1/08 6:16 PM	Checkin	Toby Allen	Public	006891