

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: 10-28-08

ANCHORAGE, ALASKA

AR NO. 2008-221

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

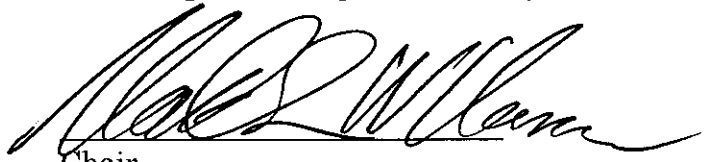
6  
7 WHEREAS, The Information Technology Department has updated its  
8 Records Retention Schedule; and  
9

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

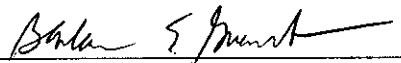
15 WHEREAS, the Municipal Archivist, Clerk, Internal Auditor and Controller  
16 have reviewed and approved the Records Retention Schedule.  
17

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 28th day of October, 2008.  
23

24  
25  
26   
27 Chair

28 ATTEST:  
29

30   
31  
32 Municipal Clerk

|                                                                                    |                 |                                                                 |         |                            |                 |                              |             |
|------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------|---------|----------------------------|-----------------|------------------------------|-------------|
|  |                 | <b>MUNICIPALITY OF ANCHORAGE<br/>RECORDS RETENTION SCHEDULE</b> |         |                            |                 | Records Management Use Only  |             |
| Department<br>Information Technology                                               | Division<br>All | Section                                                         | Phone # | Dept. ID<br>1411 thru 1482 | Revision #<br>2 | Effective Date<br>10/28/2008 | Page 1 of 1 |

**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                | Fred Carpenter                                                                                                                                                             | <i>Fred Carpenter</i> | 9/30/08   |
| Agency Records Coordinator | Toby Allen                                                                                                                                                                 | <i>Toby Allen</i>     | 9/29/2008 |
| 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.<br>This date becomes the Effective Date of this schedule and should be entered above. |                       |           |



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

| Department Information Technology | Division Management Support Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Section Admin Support | Phone # 6889      | Dept. ID 1411  | Revision # 2           | Effective Date 10/28/2008 | Page 1 of 2                                                                                                                                                                                                          |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|----------------|------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                 | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3                     | 4                 | 5              | 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) | Records Disposition       | Retention Period Source Citation, Other Justification Remarks                                                                                                                                                        |
| 1                                 | Payroll Back-up Documentation: For each pay period, to include, but not limited to:<br>Timesheets, Overtime slips, Leave Requests, Leave Cash In Request forms,<br>Acting Pay forms, Earnings Adjustments – military, court, etc., Leave Adjustments, Prior Period Adjustments,<br>Retroactive Pay worksheets, Error reports from Time and Labor, Query results,<br>Payroll Processing Checklist, Employee Transfer Check off Lists<br>Mileage Reimbursement forms, Allowance documentation – cell phone stipends, clothing, etc.,<br>Off Cycle Check Requests, Override Rate justification |                       | ITD               | C+1            | 3                      | X                         | Record Copy is maintained by the department.<br>State of Alaska General Administrative Records Retention Schedule #100.2, General Accounting Records, Item #21, plus an additional year for administrative purposes. |
| 2                                 | Travel Accounting:<br>travel authorization forms; travel expense reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       | AP                | C+4            |                        | X                         | Record Copies are forwarded from Agency to Accounts Payable.<br>MOA Finance/Controller/Accounts Payable Retention Schedule 11/2007                                                                                   |
| 3                                 | Training Accounting:<br>Approved Form 06012 Request for Professional or Technical/ Development Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       | ER                | T              |                        |                           | Agency forward to Employee Relations<br>ER maintains in Employee file until file is disposed                                                                                                                         |

## 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 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", 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 Information Technology | Division Management Support Services                                       | Section Admin Support | Phone # 6889 | Dept. ID 1411 | Revision # 2 | Effective Date 10/28/2008 | Page 2 of 2 |
| Retention Schedule Item # 1       | Record Series Title and Description of records included in the series      |                       |              |               |              |                           |             |
| 4                                 | Interview Packets - Interviewee applications and managers' interview notes |                       |              |               |              |                           |             |
| 5                                 | Personnel Files                                                            |                       |              |               |              |                           |             |
| 6                                 | Altiris Tickets                                                            |                       |              |               |              |                           |             |
|                                   |                                                                            |                       |              |               |              |                           |             |

| Retention Codes (for use with 4 above.) | Examples:                              |
|-----------------------------------------|----------------------------------------|
| C = Current/Created Year                | C+2 = Current Year + 2 years           |
| A = Audit Year                          | C+A+1 = Current Year+Audit year+1 year |
| # = Number of years                     | 5 = 5 years                            |
| P = Permanent                           |                                        |
| T = Terminated                          |                                        |
| ACT = Active                            |                                        |
| SUP = Superseded                        |                                        |
| IND = Indefinite                        |                                        |

| Retention Schedule Item # | Record Series Title and Description of records included in the series      | 2a ERec | 3 Record Copy Dept. | 4 Office (years) | 5 Records Period Center (years) | 5 Destroy | 5 Hist. Archive | 5 Other | 6 Vital Record | Retention Period Source Citation, Other Justification Remarks                                                                        |
|---------------------------|----------------------------------------------------------------------------|---------|---------------------|------------------|---------------------------------|-----------|-----------------|---------|----------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 4                         | Interview Packets - Interviewee applications and managers' interview notes |         | ITD                 | 2                |                                 | X         |                 |         |                | Kept in office for reference for two years then destroyed                                                                            |
| 5                         | Personnel Files                                                            |         | IT/ER               | ACT              | T                               |           |                 |         |                | Active employee files are maintained while employee with IT. Transferred to Employee Relations Department upon employee termination. |
| 6                         | Altiris Tickets                                                            | X       | IT                  | IND              |                                 |           |                 |         |                | Kept indefinitely so long as there is storage space on the network                                                                   |
|                           |                                                                            |         |                     |                  |                                 |           |                 |         |                |                                                                                                                                      |



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

| Department                | Division                                                              | Section       | Phone #           | Dept. ID               | Revision #                                | Effective Date |
|---------------------------|-----------------------------------------------------------------------|---------------|-------------------|------------------------|-------------------------------------------|----------------|
| Information Technology    | Management Support Services                                           | Reprographics | 343-4352          | 1423                   | 2                                         | 10/28/2008     |
| Page 1 of 1               |                                                                       |               |                   |                        |                                           |                |
| 1                         | 2                                                                     | 3             | 4                 | 5                      | 6                                         | 7              |
| Retention Schedule Item # | Record Series Title and Description of records included in the series | ERec          | Record Copy Dept. | Records Center (years) | Records Disposition Destroy Hist. Archive | Vital Record   |
| 1                         | Reprographics Service Requests                                        |               | ITD 5             |                        | X                                         |                |
| 2                         | Publications/Forms - Electronic                                       | X             | ITD SUP           |                        | X                                         |                |
| 3                         | Publications/Forms - Files, hard copy/revision history                |               | ITD P             |                        |                                           |                |
| 4                         | Procurement Files - (Reprographics, Printing & Binding)               |               | ITD ACT +3        |                        |                                           |                |
| 5                         | Equipment/Software Manuals and Documentation                          |               | ITD SUP           |                        | X                                         |                |
| 6                         | Mailroom - Daily Statistical Reports                                  |               | ITD C + 1         |                        | X                                         |                |
| 7                         | Mailroom - Certified Receipt Forms                                    |               | ITD C + 1         |                        | X                                         |                |

|                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retention Codes</b><br>(for use with 4 above.)<br>C = Current/Created Year<br>A = Audit Year<br># = Number of years<br>P = Permanent<br>T = Terminated<br>ACT = Active<br>SUP = Superseded<br>IND = Indefinite | <b>Instructions, explanation and help. If you need more help, contact Records Management 343-4849</b><br><b>1 Retention Schedule Item #</b> Use numerical identification only.<br><b>2 Record Series Title and Description of included records:</b> 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 <b>ELECTRONIC</b> Records by placing (E Rec) after the record type.<br><b>2a</b> Place an X in this column to indicate if the Record Series contains any <b>ELECTRONIC</b> Record types.<br><b>3 Record Copy Dept.:</b> 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.<br><b>4 Retention Period:</b> 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 <b>ELECTRONIC</b> records, indicate the <b>total retention period</b> for the record under the <b>Records Center</b> column.<br><b>5 Records Disposition:</b> 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.<br><b>6 Vital Record:</b> 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.<br><b>7 Retention Period Source Citation, Other Justification, Remarks:</b> 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. |
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# 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    |              |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------|-------------------|----------------|------------------------|---------------------|--------------|
| Information Technology    | Management Support Services                                                                                                                                                                      | Records Management                                                    | 343-4849 | 1424              | 2              | 10/28/2008             | Page 1 of 2         |              |
| 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) | Records Disposition | Vital Record |
| 1                         | Master Records Retention Schedule                                                                                                                                                                |                                                                       |          | Rec Mgmt          | SUP+ 5         |                        |                     | X            |
| 2                         | Records Retention Schedules                                                                                                                                                                      |                                                                       |          | ITD               | SUP            |                        |                     |              |
| 3                         | Records Retention Schedules working papers                                                                                                                                                       |                                                                       |          | ITD               | 5              |                        | X                   |              |
| 4                         | Records Transfer Orders<br>This series contains the Original Copy original transfer of boxes from Moa Agencies to the Records Center                                                             |                                                                       |          | ITD               | T              |                        |                     |              |
| 5                         | Records Disposition Tracking Records<br>This series includes Signed Requests for Destruction Authorization (RDAs), and supporting documentation for the destruction of all municipality records. |                                                                       |          | ITD               | T + 10         |                        | X                   |              |

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## Examples:

C+2 = Current Year + 2 years

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Year+Audit year+1 year

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**1 Retention Schedule Item #** Use numerical identification only.

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# 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                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|----------------|------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information Technology                                                                                                                                                                                                                                                                            | Management Support Services                                                                                            | Records Management | 343-4849          | 1424           | 2                      | 10/28/2008                                               | 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 Dept. | Office (years) | Records Center (years) | Records Disposition<br>Hist. Archive<br>Destroy<br>Other | Vital Record                                                                                                                                                                                                                         |
| 6                                                                                                                                                                                                                                                                                                 | Inactive Records Container Data                                                                                        |                    | ITD               | INDEF          |                        |                                                          | Retention Period Justification; Authorities; Remarks<br>Since April 2008, maintained in offsite RSWeb.Net program located at Alaska Archives<br>Until April 2008, maintained in Electronic Access database Container Tracking System |
| 7                                                                                                                                                                                                                                                                                                 | Records Requests<br>Series consists of requests for records from the Records Center                                    |                    | ITD               | INDEF          |                        |                                                          | Maintained in Electronic database Container Tracking System<br>Since April 2008, Maintained in offsite REWeb.Net program located at Alaska Archives                                                                                  |
| 8                                                                                                                                                                                                                                                                                                 | Records Center Visitor Log<br>Series consists of log of visitors into the secure area of the Records Center            |                    | ITD               | C+2            | X                      |                                                          | Paper maintained in Records Management Center                                                                                                                                                                                        |
| 9                                                                                                                                                                                                                                                                                                 | Record Management Program supporting records: to include but not limited to forms, webpage content, training materials |                    | ITD               | SUP            | X                      |                                                          | Maintain until superseded                                                                                                                                                                                                            |
| 10                                                                                                                                                                                                                                                                                                | Records Management Policy and Procedures                                                                               |                    | OMB               | SUP            | X                      |                                                          | Maintain until superseded                                                                                                                                                                                                            |
| Retention Codes (for use with 4 above.) Examples:<br>C = Current/Created Year C+2 = Current Year + 2 years<br>A = Audit Year C+A+1 = Current Year+Audit year+1 year<br># = Number of years 5 = 5 years<br>P = Permanent<br>T = Terminated<br>ACT = Active<br>SUP = Superseded<br>IND = Indefinite |                                                                                                                        |                    |                   |                |                        |                                                          |                                                                                                                                                                                                                                      |



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

| Department                | Division                                                              | Section            | Phone #  | Dept. ID | Revision # | Effective Date |                                                                                                                                                                                                                               |
|---------------------------|-----------------------------------------------------------------------|--------------------|----------|----------|------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information Technology    | Management Support Services                                           | Financial Services | 343-6914 | 1425     | 2          | 10/28/2008     |                                                                                                                                                                                                                               |
| Page 1 of 1               |                                                                       |                    |          |          |            |                |                                                                                                                                                                                                                               |
| Retention Schedule Item # | Record Series Title and Description of records included in the series | 2a                 | 3        | 4        | 5          | 6              | 7                                                                                                                                                                                                                             |
| 1                         | Journal Entries                                                       | X                  | CTRLR    | C        | X          |                | Record Copy sent to Controllers Office. Departmental copy disposed after Current year or until administrative need is met.                                                                                                    |
| 2                         | Vendor Invoices & Payment Queries                                     |                    | IT       | C+4      | X          |                | MOA Finance/Controller/Accounts Payable Retention Schedule 11/2007                                                                                                                                                            |
| 3                         | Assets Management Files                                               |                    | IT       | 10       | X          |                | Retain for 10 years in office                                                                                                                                                                                                 |
| 4                         | Altiris Tickets                                                       | X                  | IT       | IND      | X          |                | Kept indefinitely so long as there is storage space on the network                                                                                                                                                            |
| 5                         | P-Card Statements                                                     | X                  | IT       | C+4      |            |                | P-Card holder is responsible for providing month end reconciliations and backup to designated departmental financial coordinator. Maintained for current year plus 4 years                                                    |
| 6                         | Audit Work Papers                                                     |                    | CTRLR    | A+3      | X          |                | Based on Fin/Controller/AP Retention Schedule 11/07<br>Record Copy sent to Controller's Office for A+7 years<br>Department maintains working copies until administrative need is met or Audit+3 years, whichever comes first. |

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5 = 5 years

**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 Information Technology | Division E-Gov and Applications                                                                                                                                    | Section Peoplesoft | Phone # 343-7176 | Dept. ID 1455          | Revision # 2        | Effective Date 10/28/2008 | Page 1 of 1                                                                                                                                                                                                                                                                                                                                                                |
| Retention Schedule Item #         | 2a                                                                                                                                                                 | 3                  | 4                | 5                      | 6                   | 7                         |                                                                                                                                                                                                                                                                                                                                                                            |
|                                   | Record Series Title and Description of records included in the series                                                                                              | Record Copy Dept.  | Office (years)   | Records Center (years) | Records Disposition | Vital Record              | Retention Period Source Citation, Other Justification Remarks                                                                                                                                                                                                                                                                                                              |
| 1                                 | Altiris Tickets                                                                                                                                                    | IT                 | INDEF            |                        |                     |                           |                                                                                                                                                                                                                                                                                                                                                                            |
| 2                                 | Peoplesoft Security                                                                                                                                                | IT                 | SUP              |                        | X                   |                           | Maintain until superseded                                                                                                                                                                                                                                                                                                                                                  |
| 3                                 | Training Documentation                                                                                                                                             | IT                 | T                |                        | X                   |                           | Maintain until personnel terminates or system is terminated, whichever comes first                                                                                                                                                                                                                                                                                         |
| 4                                 | Routine Status Reports                                                                                                                                             | IT                 | C+1              |                        | X                   |                           |                                                                                                                                                                                                                                                                                                                                                                            |
| 5                                 | RFP Related Records Successful Unsuccessful                                                                                                                        | IT                 | ACT C+1          | T+3                    | X                   |                           | Successful responses and related records are retained for the life of the contract through all extensions and payments finalized + 3 more years. Certain technical and proprietary data and trade secrets submitted by actual or prospective bidders or offerors may be confidential. Unsuccessful retained for current year + 1 year or until administrative need is met. |
| 6                                 | Contracts                                                                                                                                                          | PUR                | ACT              | T+3                    | X                   |                           | Maintain all supporting information that is not forwarded to Purchasing until the final extension terminates and the final payment made + 3 years                                                                                                                                                                                                                          |
| 7                                 | Non-Systems Projects Records All project related workpapers, meetings, status reports, spreadsheets, etc. <u>except</u> official finance, agreements or contracts. | IT                 | ACT              | T+3                    | X                   |                           | Maintain until project is completed (T) through all extensions + 3 years or until administrative need is met, whichever comes first. Special Projects may have historical value.                                                                                                                                                                                           |
| 8                                 | Systems Project Records                                                                                                                                            | IT                 | ACT+5            |                        | X                   |                           | Record Copies maintained for 5 years after implementation (ACT) SoA RRS #100.2 item 131                                                                                                                                                                                                                                                                                    |

## Retention Codes

(for use with 4 above.)

C = Current/Created Year

Examples:  
C+2 = Current Year + 2 years

A = Audit Year  
C+A+1 = Current Year+Audit year+1 year

# = Number of years  
5 = 5 years

P = Permanent

T = Terminated

ACT = Active

SUP = Superseded

IND = Indefinite



# 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                                                                                                                                                                                                                                                                                     |
|---------------------------|------------------------------------------------------------------------------------------|------------|-------------------|----------------------------------|----------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information Technology    | Data, Projects and Procurement                                                           | GIS        | 343-8255          | 1471                             | 2                                                        | 10/28/2008     |                                                                                                                                                                                                                                                                                                      |
| Page 1 of 1               |                                                                                          |            |                   |                                  |                                                          |                |                                                                                                                                                                                                                                                                                                      |
| 1                         | 2                                                                                        | 3          | 4                 | 5                                | 6                                                        | 7              |                                                                                                                                                                                                                                                                                                      |
| Retention Schedule Item # | Record Series Title and Description of records included in the series                    | 2a<br>ERec | Record Copy Dept. | Retention Period (Years)         | Records Disposition<br>Destroy<br>Hist. Archive<br>Other | Vital Record   | Retention Period Source Citation, Other Justification Remarks                                                                                                                                                                                                                                        |
| 1                         | GIS Databases                                                                            | x          | GIS               | ACT<br>or<br>SUP<br>+2 or<br>IND | x                                                        | x              | Databases are maintained while they actively support GIS projects (ACT); when databases are decommissioned (T), superseded (SUP) or otherwise terminated, they are maintained for 2 years and then destroyed; end of year archive of the database (core data layers) are retained indefinitely (IND) |
| 2                         | Software supporting GIS projects                                                         | x          | GIS               | ACT<br>IND                       | x                                                        | x              | Software maintained while active. When decommissioned or obsolete, software may be destroyed after 2 years if there is no data orphaned by the loss of the software that is of current value. Otherwise, maintain the software until the orphaned data is of no further value.                       |
| 3                         | Projects - long term (recurring)                                                         | x          | GIS               | ACT<br>IND                       | x                                                        | x              | Maintain while project is active. When project is completed (T), end of year archive of project is retained indefinitely (IND)                                                                                                                                                                       |
| 4                         | Zoning Maps                                                                              | x          | Plng.             | ACT<br>IND                       | x                                                        | x              | When a current official zoning map sheet receives a new zoning change, it is replaced with a new updated official computer generated mylar map and kept in the Planning Department. An electronic and mylar copy of the replaced zoning map is then maintained indefinitely (IND).                   |
| 5                         | Other Maps                                                                               | x          | GIS               | ACT                              | x                                                        |                | Maintain while needed. When superseded (SUP), destroy.                                                                                                                                                                                                                                               |
| 6                         | Historic mapping documents to include but not limited to scribes, mylars and other media | x          | GIS               | ACT<br>IND                       | x                                                        | x              | Maintain indefinitely (IND)                                                                                                                                                                                                                                                                          |

## 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.

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.

[illegible]

**Retention Codes**  
(for use with 4 above.)

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**Examples:**

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**5** = 5 years



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

| Department                | Division                                                                                                                                | Section                | Phone #           | Dept. ID       | Revision #             | Effective Date | Page 1 of 1   |       |              |                                                                                                                                                                                                                  |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------|----------------|------------------------|----------------|---------------|-------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information Technology    | Data, Projects & Procurement                                                                                                            | Projects & Procurement | x6907             | 1473           | 2                      | 10/28/2008     |               |       |              |                                                                                                                                                                                                                  |
| Retention Schedule Item # | Record Series Title and Description of records included in the series                                                                   | 2a                     | 3                 | 4              | 5                      | 6              | 7             |       |              |                                                                                                                                                                                                                  |
|                           |                                                                                                                                         | ERec                   | Record Copy Dept. | Office (years) | Records Center (years) | Destroy        | Hist. Archive | Other | Vital Record | Retention Period Source Citation, Other Justification Remarks                                                                                                                                                    |
| 1                         | MuniMart                                                                                                                                | X                      | All               | ACT            | T+4                    | X              |               |       |              | AS 45.02.725. All online orders for items purchased, contains IT approval for all technology items purchased across Municipality. Orders are retained for the life of the asset and 4 years more.                |
| 2                         | Altiris Service and Asset Management                                                                                                    | X                      | IT                | ACT            | T+4                    | X              |               |       |              | AS 45.02.725 Copy of all active and inactive contracts, maintenance agreements and renewals for IT services. Maintained while active and for 4 years after the contract, agreement or renewal is closed.         |
| 3                         | My IT Store                                                                                                                             | X                      | IT                | ACT            | T+4                    | X              |               |       |              | AS 45.02.725 Record of IT approval for technology items purchased by all departments across Municipality. Purchases are processed by Purchasing. Orders are retained for the life of the asset and 4 years more. |
| 4                         | <a href="http://anc.muniverse.net/ITD/Procurement/Purchase_Requisition">anc.muniverse.net/ITD/Procurement/Purchase Requisition</a>      | X                      | IT                | ACT            | T+4                    | X              |               |       |              | AS 45.02.725 Original copy of purchasing action by IT Department. Includes all documents that are contained in Procurement packet. Retained for the life of the asset and 4 years more.                          |
| 5                         | Procurement Files<br>Supporting hard copy documents for 2. above.                                                                       |                        |                   | ACT            | T+4                    | X              |               |       |              | AS 45.02.725 Hard copy files for purchase orders, contract and service agreements for all vendors. Maintained while active and for 4 years after the contract, agreement or renewal is closed.                   |
| 6                         | Projects Files<br>All project related workpapers, meetings, spreadsheets, etc. <u>except</u> official finance, agreements or contracts. |                        |                   | ACT            | T+4                    | X              |               |       |              | Maintain until project is completed + 4 years or until administrative need is met, whichever comes first.                                                                                                        |

## Retention Codes

(for use with 4 above.)

C = Current/Created Year

Examples:

C-2 = Current Year + 2 years

A = Audit Year

C+A+1 = Current

Year+Audit year+1 year

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| Retention Codes<br>(for use with 4 above.) | Examples:                              |
|--------------------------------------------|----------------------------------------|
| C = Current/Created Year                   | C+2 = Current Year + 2 years           |
| A = Audit Year                             | C+A+1 = Current Year+Audit year+1 year |
| # = Number of years                        | 5 = 5 years                            |
| P = Permanent                              |                                        |
| T = Terminated                             |                                        |
| ACT = Active                               |                                        |
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# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

| Department                | Division                                                                                       | Section          | Phone #           | Dept. ID       | Revision #             | Effective Date      | Page 1 of 1  |
|---------------------------|------------------------------------------------------------------------------------------------|------------------|-------------------|----------------|------------------------|---------------------|--------------|
| Information Technology    | Technology Services                                                                            | Network Services | 343-6903          | 1482           | 2                      | 10/28/2008          |              |
| 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 Dept. | Office (years) | Records Center (years) | Records Disposition | Vital Record |
| 1                         | System Documentation located in shared departmental data known as g:\itd\system documentation. | X                | IT                | SUP            |                        | X                   |              |
| 2                         | Altiris Ticket                                                                                 | X                | IT                | INDEF          |                        | X                   |              |
| 3                         | Work incident records in the Altiris Helpdesk Solution                                         | X                | IT                | SUP            |                        | X                   |              |
| 4                         | Configuration Documentation                                                                    | X                | IT                | SUP            |                        | X                   |              |
| 5                         | Special Requests from Employee Relations                                                       | X                | ER                | 1              |                        |                     |              |
| 6                         | Employee Relations makes requests for employee internet usage.                                 | X                | ER                | 1              |                        |                     |              |
| 7                         | User Termination Files                                                                         | X                | IT                | T              |                        |                     |              |
| 8                         | Text greetings                                                                                 | X                | IT                | IND            |                        |                     |              |
| 9                         | Assets Lists                                                                                   | X                | IT                | IND            |                        |                     |              |
| 10                        | Muni Wide Hardware and other equipment installation                                            | X                | IT                | IND            |                        |                     |              |
|                           | Altiris Tickets                                                                                | X                | IT                | IND            |                        |                     |              |
|                           | data network schematics                                                                        | X                | IT                | IND            |                        |                     |              |
|                           | phone network schematics                                                                       | X                | IT                | IND            |                        |                     |              |

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## Examples:

[illegible]

### Retention Codes

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**Examples:**

**C+2 = Current Year + 2 years**

$$C+A+1 = \text{Current}$$
$$C+A+1 = \text{Current Year} + \text{Audit year} + 1 \text{ year}$$

Real + Aquil

5 = 5 years

Form 91-042A Retention Schedule page 1 (rev. 07.1/2008)



**MUNICIPALITY OF ANCHORAGE  
RECORDS RETENTION SCHEDULE**

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Page 1 of 1

| Age Group | Percentage (%) |
|-----------|----------------|
| 18-29     | 85             |
| 30-39     | 82             |
| 40-49     | 88             |
| 50-59     | 92             |
| 60-69     | 78             |
| 70-79     | 65             |
| 80+       | 60             |

| Rat. Schld. Code |  |
|------------------|--|
|                  |  |

the reasons for updating, such as what has changed.

ated. Indicate if the Records Series  
w.

Deleted records series.