Submitted by: Chairman of the Assembly at the Request of the Mayor
Prepared by: Information Technology
For reading: October 14, 2008

CLERK'S OFFICE
APPROVED
Date: 10/14/2008

ANCHORAGE, ALASKA
AR NO. 2008-222

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

WHEREAS, The Internal Audit Department has updated its Records Retention Schedule; and

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

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

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

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

Chair

ATTEST:

Municipal Clerk

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Records Management Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Internal Audit	0	0	343-4438	1060	0	7/11/2008	Page 1 of 1	

Records Retention Schedule - Signature Page (Form 91-042)

Signature Page

Pursuant to the provisions of AO No. 83-56, the records listed on this schedule are to be included on the Municipality of Anchorage Master Retention Schedule and recommended for disposition as indicated.

In accordance with Municipal Policy and Procedure 52-2, we have reviewed this Retention Schedule and the Records Retention Schedule Update Log. We provide our signatures below as approval.

Title	Name	Signature	Date
Agency Head	Peter Raiskums	[signature]	7-11-08
Agency Records Coordinator	Michael Chadwick	[signature]	7/11/08
Records Management Officer	Fred Carpenter		
Archivist	Toby Allen		
Clerk	Barbara Gruenstein		
Controller	Teresa Peterson		
Internal Auditor	Peter Raiskums	[signature]	7-11-08
Assembly Approval Received	This Retention Schedule received Assembly approval on the date provided in this row. This date becomes the Effective Date of this schedule and should be entered above.		

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Internal Audit			343-4438	1040		10/14/2008	Page __1__ of __1__	

1	2	2a	3	4 Retention Period		5 Records Disposition			6	7
Retention Schedule Item #	Record Series Title and Description of records included in the series	ERec	Record Copy Dept.	Office (years)	Records Center (years)	Destroy	Hist. Archive	Other	Vital Record	Retention Period Source Citation, Other Justification Remarks
1	Audit Workpaper Files		Internal Audit	C+9		X				Based on Business Decision/Precedence set by other audit shops
2	Audit Workpaper Files-Essential		Internal Audit	P					X	Based on Business Decision/Precedence set by other audit shops
3	General Office Records		Internal Audit	C+5		X				Based on State of Alaska Retention Schedule
4	General Office Records-Limited Life		Internal Audit	Life of related item		X				Based on State of Alaska Retention Schedule
5	General Office Records-Essential		Internal Audit	P					X	Based on State of Alaska Retention Schedule
6	Payroll Records		Internal Audit	C+10		X				Based on law per Municipal Payroll Supervisor
7	Time Management (Electronic Database)	X	Internal Audit	C+19		X				Based on Business Decision
8	Office Operating Procedures (Electronic Version)	X	Internal Audit	P					X	Based on Business Decision

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.

Content ID: 006880
Type: RecRetentionSched -
Title: A Resolution Approving the Updated Records Retention Schedule for the Internal Audit Department
Author: pruittns
Initiating Dept: IT
Date Prepared: 10/1/08 10:14 AM
Director Name: Fred Carpenter
Assembly Meeting Date: 10/14/08

Workflow Name	Action Date	Action	User	Security Group	Content ID
Clerk_Admin_SubWorkflow	10/3/08 11:09 AM	Exit	Heather Handyside	Public	006880
MuniMgrCoord_SubWorkflow	10/3/08 11:09 AM	Approve	Heather Handyside	Public	006880
MuniManager_SubWorkflow	10/3/08 10:44 AM	Approve	Michael Abbott	Public	006880
InternalAudit_SubWorkflow	10/2/08 3:55 PM	Approve	Peter Raiskums	Public	006880
Controller_SubWorkflow	10/2/08 1:47 PM	Approve	Teresa Peterson	Public	006880
Muni_Clk_SubWorkflow	10/2/08 1:41 PM	Approve	Barbara Gruenstein	Public	006880
Archivist_SubWorkflow	10/2/08 1:13 PM	Approve	Toby Allen	Public	006880
CFO_SubWorkflow	10/2/08 1:09 PM	Approve	Sharon Weddleton	Public	006880
CFO_SubWorkflow	10/2/08 12:54 PM	Checkin	Nina Pruitt	Public	006880
IT_SubWorkflow	10/1/08 10:54 AM	Approve	Fred Carpenter	Public	006880
RecRetentionSched	10/1/08 10:20 AM	Checkin	Toby Allen	Public	006880