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. 2008-223

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

WHEREAS, The Legal 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
Legal	Civil	0	343-4242	1151, 1153, 1154	2	10/14/2008	Page __1__ of __1__	

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

Signature Page

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

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

Title	Name	Signature	Date
Agency Head	James Reeves	James Reeves	9/26/08
Agency Records Coordinator	Steve Brister	Steve Brister	9/22/08
Records Management Officer	Fred Carpenter		
Archivist	Toby Allen		
Clerk	Barbara Gruenstein		
Controller	Teresa Peterson		
Internal Auditor	Peter Raiskums		
Assembly Approval Received	This Retention Schedule received Assembly approval on the date provided in this row. This date becomes the Effective Date of this schedule and should be entered above.		

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ref. Schd. Code
Legal	Civil		343-4242	1151, 1153, 1154	2	10/14/2008	Page __1__ of _1__	

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period: Office (years)	4 Retention Period: Records Center (years)	5 Records Disposition: Destroy	5 Records Disposition: Hist. Archive	5 Records Disposition: Other	6 Vital Record	7 Retention Period Source Citation, Other Justification Remarks
1	Bankruptcy Collection Cases		Law	C	10	X				
2	Civil Litigation Cases		Law	C	10	X				
3	Collection Litigation Cases		Law	C	10	X				
4	Legal Matters Files		Law	C	10	X				
5	DWI Cases		Law	C	9	X				
6	Hearing Officer Closed Cases		Law	C	9	X				

Retention Codes
(for use with 4 above.)
C = Current/Created Year
A = Audit Year
# = Number of years
P = Permanent
T = Terminated
ACT = Active
SUP = Superseded
IND = Indefinite

Examples:
C+2 = Current Year + 2 years
C+A+1 = Current Year+Audit year+1 year
5 = 5 years

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

1 Retention Schedule Item # Use numerical identification only.

2 Record Series Title and Description of included records: Provide the Record Series Title. Provide a list and description of records that are included in this record series. Use all the space you need here to adequately list pertinent, descriptive information about the included records. Indicate those record types that are **ELECTRONIC** Records by placing (E Rec) after the record type.

2a Place an X in this column to indicate if the Record Series contains any **ELECTRONIC** Record types.

3 Record Copy Dept. : The "official copy" of a record is the record copy. Usually, the department which produces the record also holds the record copy. List the dept. that holds the record copy.

4 Retention Period: This is the length of time (years) that this record series is required to be kept until it reaches final dispositon. List years in the office and years in the record center. The sum of office years and record center years equal the total retention period. For **ELECTRONIC records**, indicate the **total retention period** for the record under the **Records Center column.**

5 Records Disposition: Place 'X' in the column that describes the disposition for the records series. If final disposition is "Other", ie.: Digitization (scanning), Microfilm, Archival Review, or another process, check this box and provide detailed information about the disposition process in the remarks in column 7.

6 Vital Record: Vital records include agency critical operations information, essential business continuity information or any other record which justifies special protection and inclusion in the MOA Business Continuity Plan.

7 Retention Period Source Citation, Other Justification, Remarks: Cite the source authority for any mandated retention period or justify the retention period with a sound administrative, fiscal or legal need. Also provide any remarks that will avoid confusion in the handling and disposition of the record series or in the application of the retention period. Use all the space you need to provide information on any unusual circumstances about the record series.

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

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

Retention Schedule Update Log

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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Legal	Civil	0	343-4242	1151, 1153, 1154	2	10/14/2008	Page 1 of ___	

Use this Retention Schedule Update Log to provide supporting information about the changes to this version of the Retention Schedule from the previous version. Use the space provided to list the Records Series and Record types that have been changed in the new version. Indicate whether they were added or deleted. Provide information about those records series, with description of record types, that have been added to the new retention schedule or deleted from the previous retention schedule.

In the space below, provide information about the previous version of the Retention Schedule that you are updating.

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Law	Civil		343-4545	1150	1	6/12/1995		

Use the space below for any supporting narrative about the current version of the retention schedule that is being updated: Include reasons for updating, such as departmental reorganzation and all pertinent information about the update process. Use all the space you need to make it clear about what has changed.

Supporting Narrative:	**Enter narrative here: Current retension schedule is outdated due to changes in department organization and technology advances.**

In the space below, list out item numbers and Records Series Titles and description from the Retention Schedule that is being updated. Indicate if the Records Series or record types have been added or removed from the previous schedule. Provide explanation for the change in the appropriate row.

Retention Schedule Item #	Record Series Title and Description of records included in the series	Added	Removed	Explanation of the added or deleted records series.
1	Attorney Time Slips		X	Tracted Internally
2	Attorney Work Product File		X	Maintained in Tme Matters
6	Criminal Cases		X	Criminal Division will be creating their own retention schedule
7	General Reading Files		X	Maintained in Tme Matters
8	Intern Work Product Files		X	Maintained in Tme Matters
10	Legal Opinions		X	Retained in Law library and scanned
11	Probate Cases		X	Not done any longer
12	Telephone Call Memo Books		X	Updated phone system
13	Legal Services Contracts		X	Maintained internally
14	Timecards and Backup Material		X	Maintained internally

Content ID: 006879
Type: RecRetentionSched -
Title: A Resolution Approving the Updated Records Retention Schedule for the Legal Department
Author: pruittns
Initiating Dept: IT
Date Prepared: 10/1/08 10:00 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	006879
MuniMgrCoord_SubWorkflow	10/3/08 11:09 AM	Approve	Heather Handyside	Public	006879
MuniManager_SubWorkflow	10/3/08 10:43 AM	Approve	Michael Abbott	Public	006879
InternalAudit_SubWorkflow	10/2/08 3:53 PM	Approve	Peter Raiskums	Public	006879
Controller_SubWorkflow	10/2/08 1:41 PM	Approve	Teresa Peterson	Public	006879
Muni_Clk_SubWorkflow	10/2/08 1:01 PM	Approve	Barbara Gruenstein	Public	006879
Archivist_SubWorkflow	10/2/08 12:53 PM	Approve	Toby Allen	Public	006879
CFO_SubWorkflow	10/2/08 12:51 PM	Approve	Sharon Weddleton	Public	006879
CFO_SubWorkflow	10/2/08 12:40 PM	Checkin	Nina Pruitt	Public	006879
IT_SubWorkflow	10/1/08 10:54 AM	Approve	Fred Carpenter	Public	006879
RecRetentionSched	10/1/08 10:04 AM	Checkin	Toby Allen	Public	006879