

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

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

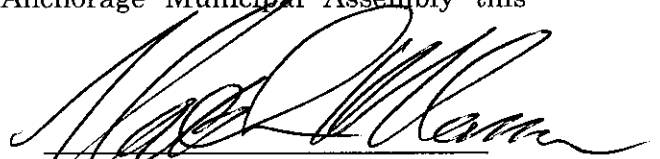
6
7 WHEREAS, The Legal Department has updated its Records Retention
8 Schedule; and
9

10 WHEREAS, in accordance with Municipal Policy and Procedure 52-2, the
11 Records Management Officer has reviewed the Records Retention Schedule and
12 forwarded it for review and approval to the Municipal Archivist, Clerk, Internal
13 Auditor and Controller; and
14

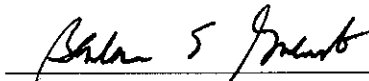
15 WHEREAS, the Municipal Archivist, Clerk, Internal Auditor and Controller
16 have reviewed and approved the Records Retention Schedule.
17

18 NOW, therefore, the Anchorage Assembly adopts the Retention Schedule as
19 submitted, reviewed and approved.
20

21 PASSED AND APPROVED by the Anchorage Municipal Assembly this
22 14th day of October, 2008.
23

24
25 
26 Chair
27

28 ATTEST:
29

30 
31
32 Municipal Clerk

		MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE				Records Management Use Only	
Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Page 1 of 1
Legal	Civil	0	343-4242	1151, 1153, 1154	2	10/14/2008	

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

Signature Page

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

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

Title	Name	Signature	Date
Agency Head	James Reeves	<i>James Reeves</i>	9/26/08
Agency Records Coordinator	Steve Brister	<i>Steve Brister</i>	9/26/08
Records Management Officer	Fred Carpenter		
Archivist	Toby Allen		
Clerk	Barbara Gruenstein		
Controller	Teresa Peterson		
Internal Auditor	Peter Ralskums		
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.		

[illegible]

2 = 2 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

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	Page 1 of
Legal	Civil	0	343-4242	1151, 1153, 1154	2	10/14/2008	

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
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 reorganization 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 retention 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	Tracked Internally
2	Attorney Work Product File		X	Maintained in Time Matters
6	Criminal Cases		X	Criminal Division will be creating their own retention schedule
7	General Reading Files		X	Maintained in Time Matters
8	Intern Work Product Files		X	Maintained in Time 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