

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. 2008-224

1 A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE
2 UPDATED RECORDS RETENTION SCHEDULE FOR THE ECONOMIC
3 AND COMMUNITY DEVELOPMENT (ECD)/LIBRARY, IN ACCORDANCE
4 WITH MUNICIPAL POLICY AND PROCEDURE 52-2
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6
7 WHEREAS, The ECD/Library has updated its Records Retention Schedule;
8 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.
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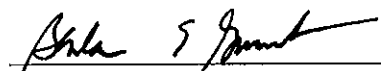
18 NOW, therefore, the Anchorage Assembly adopts the Retention Schedule as
19 submitted, reviewed and approved.
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21 PASSED AND APPROVED by the Anchorage Municipal Assembly
22 this 14th day of October, 2008.
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Chair

ATTEST:


Municipal Clerk

		MUNICIPALITY OF ANCHORAGE					RECORDS RETENTION SCHEDULE		Records Management Use Only		
Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Ret. Sched. Code				
ECD	Library	Administration	343-2978	5355	1	7/21/2008	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	Karen Keller	<i>Karen Keller</i>	7-30-08
Agency Records Coordinator	Patricia Peterson	<i>Patricia Peterson</i>	9-19-08
Records Management Officer	Fred Carpenter		
Archivist	Tom Allen		
Clerk	Barbara Grunstein		
Controller	Teresa Peterson		
Internal Auditor	Peter Raskaus		
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. Sched. Code					
ECD	Library	Administration	343-2978	5355	1	7/21/2008	Page 1 of 1					
1	2	Record Series Title and Description of records included in the series	2a	3	4	5	6	7				
1	Branch Files		ERes	Record Copy Dept.	Office (years)	Records Center (years)	Microfilm	Destroy	Hist. Archive	Other	Vital Record	Retention Period Source Citation or Other Justification
2	Donation Receipts			5354	C							Library holds files in storage at site
3	Grant Files			5355	C							Library holds files in storage at site
4	Inter-agency memo			5355	C+7							Grant Accounting has record copy
5	Organizational Charts			5355	3			X				
6	Signature List			5355	C	P	X					
7	Staff Mtg. Mins/Notes			5355	C			X				
8	Training Files			5355	1			X				
9	Agency Testimonials, Opinions, Decisions & Interpretations			5355	C+1			X				Library Payroll Specialist
10	Library Advisory Board Minutes			5355	1			X				
11	Annual Library Reports			5355	3	P					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 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.

5a Other: If final disposition (other than microfilm, destroy, historical archive) is Digitization (scanning), Archival Review, or another process, check this box and provide detailed information about the disposition process in the remarks in column 7.

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 or Other Justification: Cite the source authority for the mandated retention period or justify the retention period with a sound administrative, fiscal or legal need. Use all the space you need to clarify all information about the retention period and/or the record series.

Form 91-042A page 2 (rev. 06/2008)



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

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

Retention Schedule Update Log

Enter the Retention Schedule information below exactly as it appears on the Signature Page.

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Rel. Sched. Code
ECD	Library	Administration	343-2978	5355	1	7/21/2008	

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	Rel. Sched. Code
Cultural & Recreational Services	Library	Administration	343-2978	5355	1	7/21/2008	

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

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	Association Files		X	Do not use
3	Committee Files		X	Do not use
10	Telecommunications		X	Do not use
11	Unsolicited Applications		X	Do not use
13	Depository Library System		X	Do not use
15	State of Alaska Legislature		X	Alaska Collection has their own records system
20	Patron Registration Forms	X		Added more time for retention. Uses these forms for collection purposes.
21	Copyright Compliance File		X	Do not use
22	Vacation Schedules		X	Do not use
16	Payroll Files (time cards, leaveslips, backup materials, etc.)	X		Did not have these files listed on the previous retention schedule

Content ID: 006881**Type:** RecRetentionSched -**Title:** A Resolution Approving the Updated Records Retention Schedule for the ECD/LIBRARY**Author:** pruittns**Initiating Dept:** IT**Date Prepared:** 10/1/08 10:21 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	006881
MuniMgrCoord_SubWorkflow	10/3/08 11:09 AM	Approve	Heather Handyside	Public	006881
MuniManager_SubWorkflow	10/3/08 10:43 AM	Approve	Michael Abbott	Public	006881
InternalAudit_SubWorkflow	10/2/08 3:56 PM	Approve	Peter Raiskums	Public	006881
Controller_SubWorkflow	10/2/08 1:43 PM	Approve	Teresa Peterson	Public	006881
Muni_Clk_SubWorkflow	10/2/08 1:01 PM	Approve	Barbara Gruenstein	Public	006881
Archivist_SubWorkflow	10/2/08 12:53 PM	Approve	Toby Allen	Public	006881
CFO_SubWorkflow	10/2/08 12:47 PM	Approve	Sharon Weddleton	Public	006881
CFO_SubWorkflow	10/2/08 11:59 AM	Checkin	Nina Pruitt	Public	006881
CFO_SubWorkflow	10/2/08 11:53 AM	Checkin	Nina Pruitt	Public	006881
IT_SubWorkflow	10/1/08 10:58 AM	Approve	Fred Carpenter	Public	006881
RecRetentionSched	10/1/08 10:51 AM	Checkin	Toby Allen	Public	006881