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. 2008-225

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

WHEREAS, The Office of Management and Budget 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
Management & Budget			343-4496	1951	2	6/15/2008	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.

We have reviewed this Retention Schedule and the Records Retention Update Log. We provide our signatures below as approval.

Title	Name	Signature	Date
Agency Head	Wanda Phillips	Wanda Phillips	7/30/08
Agency Records Coordinator	Darlene Williams	Darlene Williams	7/11/2008
Municipal Records Management Officer	Fred Carpenter		
Municipal Archivist	Toby Allen		
Municipal Clerk	Barbara Gruenstein		
Controller	Teresa Peterson		
Internal Audit	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		Ret. Schd. Code
Management & Budget			343-4496	1951	2	6/15/2008	Page 1 of 3	

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)	Retention Period: Records Center (years)	5 Final Disposition: Micro-film	Final Disposition: Destroy	Final Disposition: Hist. Archive	5a Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
1	General Government Operating Budget Manual		OMB	C + 2			X				Manual Used for Training of new budget persons in all Municipal departments.
2	Assembly Worksessions		OMB	3			X				Information given to the Assembly for ppsd, appvd, and 1st qtr budgets from depts
	Backup Docs, Questions & Amendments		OMB	C + 1			X				
3	Assessed Valuations/Mill Levy (Final Document)		OMB	P							OMB is the office of record
	Backup documents & Municipal Utilities Service Area/Mmunicipal Enterprises Service Area (MUSA/MESA)		OMB	3			X				
4	Budget Advisory Commission Reports & Minutes		OMB	P							OMB is the office of record
	Agenda, Resignations, Attendance Reports		OMB	C + 1			X				
5	Printed General Government Operating Budget Books (GGOB) Both Approved and Proposed	X	OMB	P							As approved by the Assembly
	Budget Preparation Worksheets by Department		OMB	6			X				Budgets & other documents received from the departments to be included in the printed GGOB, may be needed by new admin
6	Budget Revisions (1st Quarter Folder)		OMB	P							OMB is the office of record
	Budget Transfers, Supplementals, and Continuing Authorizations.		OMB	10			X				OMB is the office of record
7	Funding Guidance		OMB	6			X				Kept for turnover in administration

C = Current Year
A = Audit Year
# = Number of years
P = Permanent
SUP = Supercedes
T = Terminates
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 Final Disposition: Place 'X' in the column that describes the final 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: These type of records are valuable and irreplaceable if destroyed. They should never be destroyed. This type of record should be accessible to the Muni Emergency [illegible] Center

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

For Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Management & Budget			343-4496	1951	2	6/15/2008	Page _2_ of _3_	

1	2	2a	3	4 Retention Period		5 Final Disposition			5a	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)	Micro-film	Destroy	Hist. Archive	Other	Vital Record	Retention Period Justification; Authorities; Remarks
8	Budget to Actuals Quarterly Review		OMB	6			X				Keep for change in admin
9	State Revenue Sharing		OMB	P							OMB is the office of record
10	Spending and Tax Limitation Final Document		OMB	P							OMB is the office of record
11	Printed Indirect Cost Plans Books		OMB	6			X				OMB is the office of record
	Intragovernmental Charges Allocation Methology										
12	Grants-Individual Files		OMB	T					X		Kept life of grant then sent to grant accounting
	Reports, Appropriations, Grant Applications & Awards		OMB								
13	Capital Improvement Budget/Capial Improvement Program (CIB/CIP) Manual	X	OMB	C+1			X				OMB producer of document
14	Capital Improvement Budget/Capial Improvement Program (CIB/CIP) Proposed and Approved (Printed &	X	OMB	P							OMB is the office of record
15	AWWU Affiliated Trans. Study (Anderson)		OMB	P				X			Historical
16	Business Plans (Proposed & Approved) Utilities	X	OMB	P							OMB is the office of record
17	Management Reviews & Special Studies		OMB	P						X	
18	Privatization Studies (OMB is Source)		OMB	P							
19	Reorganization Analysis		OMB	C+3			X				May want to keep a total of 6 years for Admin turnover
20	Department Invoices		OMB	A+3			X				Per accounts payable department requirements
	MuniMart/Other Invoices										
21	Procurement Card Transactions		OMB	C+4			X				Per accounts payable department requirements
	Statements and Receipts for Reconciliation										
22	Payroll Timesheets and any Supporting Documents		OMB	C+4			X				Per Payroll Office P&P 24.10

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

For Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Management & Budget			343-4 496	1951	2	6/15/2008	Page _3_ of _3_	

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)	Records Center (years)	5 Final Disposition: Micro-film	Destroy	Hist. Archive	5a Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
23	Signature Authorizations			T+4			X		X		Keep 4 years after employee termination then destroy
24	Travel Documents		OMB	A+3			X				Per accounts payable requirements
	Travel Authorizations, Expense Report & Backup										
25	Classification Studies (for OMB positions)		OMB	P							
	Submitted by other departments (copies only)			C+3			X				
26	Spending/Tax Limitation		OMB	P							OMB is the office of record
27	Mayor's Directives	X	OMB	SUP				X			Now on Muniverse until Superseded
28	MOA Policies and Procedures	X	OMB	SUP				X			Now on Muniverse until Superseded

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		Ret. Schd. Code
Management & Budget			343-4496	1951	2	6/15/2008	Page _1__ of _3__	

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
Municipal Manager	Management & Budget		343-4496	1230	1	6/12/1995		B

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

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.
4	Fiscal & Economic Trends Committee		X	No longer have a committee
22	Consumer Price Index		X	Now on State of Alaska Website
24	Departmental Budget Files		X	Duplicate of # 6 (rev 2)
25	Fiscal Trends Report		X	Now part of the GGOB books
30	Organization Charts		X	Now part of the GGOB books
31	Overhead Rates		X	No longer done
34	Revenue Sources Book		X	Now on State of Alaska Website
40	Vacancy Factor		X	Now part of the GGOB books
44	State Legislative Journals		X	Now on State of Alaska Website
47	Misc Correspondence		X	Kept by analyst

Retention Schedule
Update Log - Continued

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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Municipal Manager	Managemnet & Budget		343-4496	1951	1	6/12/1995	Page __2__ of _3__	B

Retention Schedule Update Log continued

Retention Schedule Item #	Record Series Title and Description of records included in the series	Added	Removed	Explanation of the added or deleted records series.
48	Federal Registers		X	Transferred to Finance
50	House/Senate Bills		X	Now electronic
51	Indirect Cost Plans/Negotiated Agreement		X	Combined with 15 (rev 2)
52	Reports/Grant Apporpriation		X	Combined with 15 (rev 2)
53	Misc Reports		X	Kept by analyst
54	UMTA Circulars		X	Now done by Transit
58	Departmental Submissions		X	Part of 6 (rev 2)
59	Funding Guidance		X	Duplicate of # 8 (rev 2)
61	Neighorhood Meetings		X	Not done by this office
62	Reprograming Requets		X	Done electronically
63	Status Reports		X	No longer used
64	APUC		X	No longer used
66	Budget Guidelines		X	Part of Budget Prep
68	Grant Application Award		X	Part of # 15 (rev 2)
70	Net Profit Distribution		X	Done by Finance Department
71	Utility Information Systems		X	Done by PeopleSoft
72	Utility Submissions		X	Done by PeopleSoft
73	ASD Audit		X	Can view electronically on ASDs website
74	ASD Budgets		X	Can view electronically on ASDs website
75	School Budget Advisory Commission Rpt		X	Not done by this office
76	Adopt-A-Road Program		X	Not done by this office
77	Employee Cost Savings Suggestions		X	Not done by this office

78	Indigent Defense (Contract Admin.)		X	Not done by this office

Retention Schedule

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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Municipal Manager	Managemnet & Budget		343-4496	1951	1	6/12/1995	Page __3__ of _3__	B

Retention Schedule Update Log continued

Retention Schedule Item #	Record Series Title and Description of records included in the series	Added	Removed	Explanation of the added or deleted records series.
79	Indigent Defense (Case Files)		X	Not done by this office
45	Carry Overs		X	Now part of Grants # 15 (rev 2)

Content ID: 006884

Type: RecRetentionSched -

Title: A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE UPDATED RECORDS RETENTION SCHEDULE FOR THE OFFICE OF MANAGEMENT AND BUDGET, IN ACCORDANCE WITH MUNICIPAL POLICY AND PROCEDURE 52.2

Author: maglaquijp

Initiating Dept: IT

Date Prepared: 10/1/08 11:02 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 11:10 AM	Exit	Heather Handyside	Public	006884
MuniMgrCoord_SubWorkflow	10/3/08 11:10 AM	Approve	Heather Handyside	Public	006884
MuniManager_SubWorkflow	10/3/08 10:45 AM	Approve	Michael Abbott	Public	006884
MuniManager_SubWorkflow	10/3/08 9:00 AM	Checkin	Joy Maglaqui	Public	006884
InternalAudit_SubWorkflow	10/2/08 4:02 PM	Approve	Peter Raiskums	Public	006884
Controller_SubWorkflow	10/2/08 11:42 AM	Approve	Teresa Peterson	Public	006884
Muni_Clk_SubWorkflow	10/2/08 9:54 AM	Approve	Barbara Gruenstein	Public	006884
Archivist_SubWorkflow	10/2/08 9:52 AM	Approve	Toby Allen	Public	006884
CFO_SubWorkflow	10/2/08 9:47 AM	Approve	Sharon Weddleton	Public	006884
IT_SubWorkflow	10/1/08 11:08 AM	Approve	Fred Carpenter	Public	006884
RecRetentionSched	10/1/08 11:07 AM	Checkin	Toby Allen	Public	006884