

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. 2008-227

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

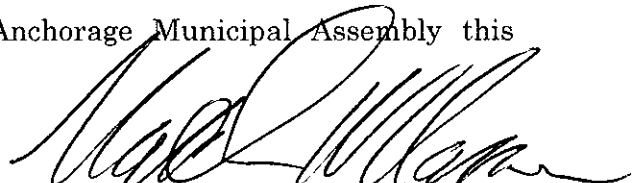
6
7 WHEREAS, The Port of Anchorage has updated its Records Retention
8 Schedule; and
9

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	Rel. Sched. (Code)		
Port	0	0	343-6200	8970	0	7/31/2008	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	Stephen Ribuffo	<i>Stephen Ribuffo</i>	7-23-08
Agency Records Coordinator	Jan D. Scroggs	<i>Jan D. Scroggs</i>	7-23-08
Records Management Officer	Fred Carpenter	<i>Fred Carpenter</i>	
Archivist	Diane J. Bickford	<i>Diane J. Bickford</i>	7-23-08
Clerk	Barbara Grunstein		
Controller	Teresa Peterson		
Internal Auditor	Peter Rauskumy		

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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Retention Period Justification; Authority; Remarks
PORT	0	0	343-6200	8970	0	7/31/2008	Page 1 of 1
1	2	Record Series Title and Description of records included in the series	3	4	5	6	7
1	PAYROLL : Timesheets	port	C+1	3		X	SOA Sch 300 PAY-1-10 pg 15-16
2	PERSONNEL	port	5	50		X	SOA Sch 300 HRM-1 pg 11
3	ACCOUNTS PAYABLES: P-CARDS/EXPRESS VOUCHERS/PURCHASE REQUISITIONS/MUNIMART/PEOPLESOFT QUERYS	port	5	5		X	SOA Sch 300 AF-1/AF-6 Pg 8 - PCG - pg 14
4	GENERAL FILES: VARIOUS	port	3	5		X	SOA Sch 300 GO-1 pg 1
5	TRAVEL	port	5	5		X	SOA Sch 300AF-2 pg 8
6	PROJECT FILES:PO,s/CO	port	2	3		X	SOA Sch 300 AF-1/AF-6 Pg 8 - PCG - pg 14
7	PORT COMMISSION:MINUTES, ATTENDANCE,APC AMENDMENTS/RESOLUTIONS, APPOINTMENTS	port	5	25		X	SOA Sch 300 CG-1pg 5
8	UTILITY FILES: ENSTAR/ELECTRIC/PHONE/CELLPHONE	port	3	5		X	SOA Sch 300 AF-1/AF-6 Pg 8 - PCG - pg 14
9	ACCIDENT REPORTS	port	3	5		X	SOA Sch 300 60-11 pg 2
10	LEASE FILES	port	5	10		X	Life of lease and 5 yrs after
11	CORP OF ENGINEERS DREDGING: Govt Grant	port	5	5		X	
12	KNIK ARM SHOAL: Govt Grant/	port	5	5		X	
13	CONSTRUCTION PROJECTS:	port	5	5		X	SOA Sch 300 PCG - 12 Pg 14
14	CONSULTING ENGINEER: R & M	port	5	5		X	
15	CONTRACTS:PO,s	port	5	5		X	SOA Sch 300 PCG - 2 pg 14
16	EQUIPMENT FILES: VEHICLES/POSTAGEMETER/COMPUTERS/COPIER S/FAX	port	3	20		X	Keep for life of equipment & 1 year after - SOA Sch 300 CO-9 pg 2
17	MUNICIPALITY OF ANCHORAGE-CORRESPONDANCE/AQ/AR/AM	port	3	10		X	SOA Sch 300 CG - pg 5



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Phone #	Dept ID	Revision #	Effective Date	Retention Period Justification; Authorities; Remarks
PORT	0	0	343-6200	8970	0	7/31/2008	Page 2 of 2
1	2					7	
Retention Schedule Item #	Record Series Title and Description of records included in the series	2a	3	4	5	6	7
			Record Copy Dept.	Records Office (years)	Records Center (years)	Records Disposition	Final Record
18	LEGAL		port	5	10		X
19	REAL ESTATE & LEASES		port	5	10		X
20	FEDERAL TRADE ZONE # 160		port	3	5	X	
21	GENERAL CORRESPONDENCE		port	3	5	X	
22	STUDIES/REPORTS		port	3	5	X	
23	SHIP CREEK		port	3	5	X	
24	MAT SU FERRY		port	3	5	X	
25	ACCOUNTS RECEIVABLE: DOCKAGE REPORTS/YELLOW INVOICES/PINK INVOICES/A/P MONTHLY REPORTS/TONNAGE AND REVENUE REPORTS/VESSEL REPORTS/SHIPS LOGS		port	5	10	X	
26	STATE OF ALASKA		port	5	5	X	
27	MARAD		port	6	10	X	
28	FEDERAL		port	5	5	X	
29	GRANTS		port	5	10	X	
30	PERMITS		port	5	10	X	
31	2008 AAPA CONVENTION		port	4	10	X	
32	AUDIT		port	5	5	X	
33	ASSETS MANAGEMENT		port	5	5	X	
34	CASH RECEIPTS/ DEPOSITS		port	5	5	X	
35	AMEA/OPERATING ENGINEERS: CONTRACTS/CORRESPONDANCE		port	5	5	X	

Content ID: 006883**Type:** RecRetentionSched -

A Resolution Approving the Updated Records Retention Schedule for the Port

Title: of Anchorage in Accordance with Municipal Policy and Procedure 52-2,
Information Technology**Author:** pruittns**Initiating
Dept:** IT**Date Prepared:** 10/1/08 10:52 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	006883
MuniMgrCoord_SubWorkflow	10/3/08 11:09 AM	Approve	Heather Handyside	Public	006883
MuniManager_SubWorkflow	10/3/08 10:44 AM	Approve	Michael Abbott	Public	006883
InternalAudit_SubWorkflow	10/2/08 3:58 PM	Approve	Peter Raiskums	Public	006883
Controller_SubWorkflow	10/2/08 3:46 PM	Approve	Teresa Peterson	Public	006883
Muni_Clk_SubWorkflow	10/2/08 3:33 PM	Approve	Barbara Gruenstein	Public	006883
Archivist_SubWorkflow	10/2/08 3:27 PM	Approve	Toby Allen	Public	006883
CFO_SubWorkflow	10/2/08 3:25 PM	Approve	Sharon Weddleton	Public	006883
IT_SubWorkflow	10/2/08 2:35 PM	Approve	Fred Carpenter	Public	006883
RecRetentionSched	10/2/08 2:25 PM	Checkin	Nina Pruitt	Public	006883
CFO_SubWorkflow	10/2/08 12:49 PM	Reject	Sharon Weddleton	Public	006883
CFO_SubWorkflow	10/2/08 11:07 AM	Checkin	Nina Pruitt	Public	006883
IT_SubWorkflow	10/1/08 11:05 AM	Approve	Fred Carpenter	Public	006883
RecRetentionSched	10/1/08 11:02 AM	Checkin	Toby Allen	Public	006883