

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. 2008-231

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

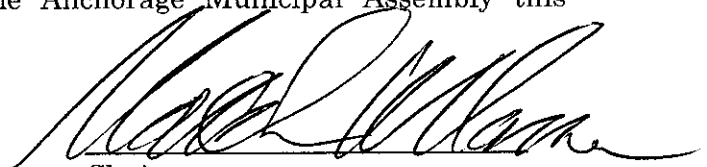
6
7 WHEREAS, The Traffic Department has updated its Records Retention
8 Schedule; and
9

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

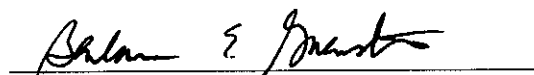
15 WHEREAS, the Municipal Archivist, Clerk, Internal Auditor and Controller
16 have reviewed and approved the Records Retention Schedule.
17

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 
27 Chair

28 ATTEST:

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30 
31
32 Municipal Clerk



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Records Management Use Only
Traffic	All	All	343-8408	All	1	9/24/2008	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	Lance Wilber		9/24/08
Agency Records Coordinators	Renee Stewart & Tana Klunder		9/24/08
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



Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Ret. Sched. Code
Traffic	Administration		343-8406	7710	1	9/24/2008	Page 1 of 3
1	2	3	4	5	6	7	
Retention Schedule Item #	Record Series Title and Description of records included in the series	Record Copy Dept.	Office (years)	Records Center (years)	Micro-film	Destroy	Retention Period Source Citation or Other Justification
1	Photo Radar Program	Archived		P			Legal: Until instructed of an alternate final action
2	Special Activities Permits- (Permits for use of the right of way for special activities and events)	Traffic/ Admin	C + 3	6		X	Legal: SOA LGRRS#300, LIC-2 1 yr after expiration. Prefer to maintain permits C + 3 then 6 years in archives for legal purposes.
3	Adopt-A-Road Program (Agreements, Correspondence)	Traffic/ Admin	SUP			X	Administrative need. Retain until obsolete or superseded or until administrative/management need is met.
4	Accounts Payable (Express Vouchers, Purchase Order Vouchers, Muni Mart Orders)	Traffic/ Admin	C + 4			X	P&P 48-16, Section 7, b, (5). Audit records consistent with Local, State, Federal, and IRS financial records.
5	Procurement Card (P-Card) Statements & Invoices	Traffic/ Admin	C + 4			X	P&P 48-16, Section 7, b, (5). Audit records consistent with Local, State, Federal, and IRS financial records.
6	Grants (Local, State & Federal Transfer of Responsibilities Agreements (TORA), expense certifications and reports, budget transfers, journal entries, grant related actions)	Traffic/ Admin	P				SOA LGRRS#300 PCG-3 recommends 3 years after grant closeout or audit is completed. Prefer to keep in office permanently until obsolete as a reference source and for audit purposes.
7	Contracts-PO and Vendor	Traffic/ Admin	C + 9			X	SOA LGRRS#300 PCG-1. Retain 3 years. Prefer to retain 10 years for legal purposes.
8	Employee Department Personnel Files- Employee status forms	Traffic/ Admin	P			X	Until employee transfers to another department, or terminates employment in which case the file is sent to ER/Records & Benefits.
9	Job Position Description Files	Traffic/ Admin	SUP				Administrative. SOA LGRRS#300 HRM-8, Retain until obsolete or superseded or until administrative/management need is met.
10	Department Correspondence-Copies of outgoing general correspondence by last name of employee	Traffic/ Admin	C+1	3			SOA LGRRS#300 GO-1 5 years.
11	Department Correspondence Special-Copies of outgoing/incoming correspondence from the Director, Muni Manager or Mayor	Traffic/ Admin	C + 4	P			SOA LGRRS#300 GO-1 *Considered special correspondence with archival value.



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Ret. Sched. Code
Traffic	Administration		343-8406	7710	1	9/24/2008	Page 2 of 3
1	2	3	4	5	6	7	8
Retention Schedule Item #	Record Series Title and Description of records Included in the series	ERec	Record Copy Dept.	Records Center (years)	Records Disposition	Other	Retention Period Justification; Authorities; Remarks
12	Reading Files-copies of outgoing correspondence		Traffic/ Admin	C+1	X		Retained copy kept in Department Correspondence under Retention Schedule #10. Ref#SOA LGGRRS#300 GO-2 1 year.
13	Phone Message Logs		Traffic/ Admin	C+2	X		Ref#SOA LGGRRS#300 GO-12 1 year.
14	Department Vehicles		Fleet	P			Office tracking materials for reference only. Original documentation retained by Fleet Services.
15	Computer Hardware & Software Files- (Invoices and other proof of purchase info, licenses etc.)		Traffic/ Admin	P		X	At minimum for life of software and hardware. Retain in office for historical data and proof of purchase.
16	Physical Inventory Workpapers-Asset Management (draft notes used to conduct a physical inventory to obtain info such as the description, asset tag#, serial number, make/model, funding source, location of an asset)	X	Traffic/ Admin	P			Administrative Use. Asset data collected is input in FS PeopleSoft Asset Management Module managed by MOA Finance.
17	Asset Management Inventory by DeptID (files sorted by DeptID with copies of invoices or other proof of purchase cross referencing the asset tag#).	X	Traffic/ Admin	P			Administrative Use. Asset data collected is input in FS PeopleSoft Asset Management Module managed by MOA Finance. Files are utilized for audits requiring copies of invoices for specified assets. MOA P&P 24-13, LGGRRS#300 CG-14.
18	Project Grant Set-Up/Change Forms		Finance	SUP	X		Copies retained for administrative reference. Ref#SOA LGGRRS#300 AF-5, 3 yrs. Or until obsolete.
19	Accidents & Injury Reports & OSHA Log (Accident and worker's comp injury reports from employees)		Risk Mgmt	10			Copies for OSHA Log reporting. Originals sent to Risk Management for retention. Ref#SOA LGGRRS#300 GO-11 6 years after resolution of incident.



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Control Use Only
Rel. Sched. Code
Page 3 of 3

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Rel. Sched. Code
Traffic	Administration		343-8406	7710	1	9/24/2008	Page 3 of 3
20	Payroll (Timecards & Backup Documentation)	X	Traffic- paper files, MOA Finance/ Payroll electronic files in People Soft	C + 4 5	X	10 years is required by Municipal Code per Finance/Central Payroll.	
21	Budget Development Workpapers- (Notes, cost analysis, revenue & expense estimates, personnel cost changes, etc. previous to formal budget submittal)		10		X	Administrative- Ref#SOA LGGRRS#300 AF-3 3 years. Prefer to maintain files for 10 years for historical reference to assist with research performed during the budget development process.	
22	Journal Entries and Budget Transfers		Finance & OMB	C + 6	X	Ref#SOA LGGRRS#300 AF-5, 3 yrs. Prefer to maintain JE's and Budget Transf. for 7 years in office for historical reference. Incorporate JE's and Budget Transf. pertaining to grants into grant files when applicable.	
23	Travel & Training File (Copies of employee travel authorizations and travel expense forms, invoices, training forms)		Finance	P	X	Ref#SOA LGGRRS#300 HRM-15 & AF-2, 3 yrs. Prefer to keep current year copies in travel/training file then incorporate info into employee personnel files.	



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Ret Schd Code			
Traffic	Transportation Planning		343-8406	7720	1	9/24/2008	Page 1 of 1			
1	Retention Schedule Item #	2a	3	4	5	6	7			
		Record Series Title and Description of records included in the series	Record Copy Dept.	Office (years)	Records Center (years)	Microfilm	Records Disposition			
							Destroy	Hel. Archive	Other	Vital Record
1	AMATS Plans and Programs (100 Element: Overall plans and programs for TIP, UPWP, LRTP, rideshare, and transit)		Traffic A + 2	10			X			
2	Local Transportation Planning (200 Element: non-motorized transportation, freight mobility, traffic calming, congestion mgmt, and ITS)		Traffic A + 2	10			X			
3	Air Quality Plans & Programs (300 Element: Air quality monitoring, development strategies, and local SIP amendments)		Traffic A + 2	10			X			
4	Data Collection & Modeling (400 Element)		Traffic A + 2	10			X			
5	Program Administration (500 Element)		Traffic A + 2	10			X			
6	Meeting Minutes & Originals (All official meeting dictation from Policy & Technical Committee meeting recordings)		Traffic	P			X			X
7	AMATS Cassette Tapes (Official Policy & Technical Committee meeting tape recordings)		Traffic	P						X
8	Miscellaneous (misc. road projects and other)		Traffic A + 2	10			X			

Retention Period Source Citation or Other Justification

SOA LGRRRS #300 PCG-3, Retain until federal audit is completed or 3 years after grant closeout, whichever is later. Prefer to retain audit year plus 2 years and 10 years in the Records Center for legal and audit purposes.

SOA LGRRRS #300 PCG-3, Retain until federal audit is completed or 3 years after grant closeout, whichever is later. Prefer to retain audit year plus 2 years and 10 years in the Records Center for legal and audit purposes.

SOA LGRRRS #300 PCG-3, Retain until federal audit is completed or 3 years after grant closeout, whichever is later. Prefer to retain audit year plus 2 years and 10 years in the Records Center for legal and audit purposes.

SOA LGRRRS #300 PCG-3, Retain until federal audit is completed or 3 years after grant closeout, whichever is later. Prefer to retain audit year plus 2 years and 10 years in the Records Center for legal and audit purposes.

SOA LGRRRS #300 PCG-3, Retain until federal audit is completed or 3 years after grant closeout, whichever is later. Prefer to retain audit year plus 2 years and 10 years in the Records Center for legal and audit purposes.

SOA LGRRRS #300 CG-1, Retain permanently.

SOA LGRRRS #300 CG-1, Retain permanently.



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A



Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Page 1 of 2	Rel. Sched. Code
Traffic	Traffic Engineering	Paint & Sign Shop	343-8406	7750		9/24/2008		
1	2	2a	3	4	5	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	Hist. Archive	Vital Record
1	Copies of Timecards, Overtime Requests, Acting Slips, Leave Slips (originals maintained in Traffic/Admin for data entry and processing in the PeopleSoft Payroll system.)		Traffic/Admin	C			X	
2	Sign Truck Daily Log Sheets (Used to compile daily, monthly and annual work reports. Records include work performed, beginning and ending time, and materials used.)		Traffic/P&S	P				
3	Paint Truck Daily Log Sheets (Used to compile daily, monthly and annual work reports. Records include work performed, beginning and ending time, and materials used.)		Traffic/P&S	P				
4	Sign Manufacture Daily Log Sheets (Used to compile daily, monthly and annual work reports. Records include work performed, beginning and ending time, and materials used.)		Traffic/P&S	P				
5	Work Reports (A compilation of monthly and annual work performed by type)		Traffic/P&S	P				
6	Sign Shop Materials Inventory	X	Traffic/P&S	P				
7	Sign Shop Equipment Inventory (Lists of shop tools and equipment)	X	Traffic Admin/Finance	SUP				
8	Accounts Payables- Copies of invoices and purchase orders		Traffic/Admin	C+4			X	



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Rel. Sched. Code
Traffic	Traffic Engineering	Paint & Sign Shop	343-8406	7750		9/24/2008	
1	2	2a	3	4	5	6	7
9	Budget Meeting Info- Workpapers		Traffic/ Admin	3			
10	Compliance Records- (OSHA, AFD, EPA, DEC)		Traffic/ P&S	P			LGRRRS#300 AF-3 Retain 3 years.
11	Road Striping Plans		Traffic/ P&S	SUP			Retain in office until superseded.

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.

[illegible]

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 needed to clarify all information about the retention period and/or the record series.



MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	Page 1 of 1
Traffic	Traffic Engineering	Safety	343-8406	7780		9/24/2008	
1	2	3	4	5	6	7	8
Retention Schedule Item #	Record Series Title and Description of records included in the series	Record Copy Dept.	Office (years)	Records Center (years)	Micro-film	Records Disposition	Retention Period Source Citation or Other Justification
		2a	3	4	5	6	7
		ERac					
1	Pedestrian/School Information (School walking route maps w/ flasher schedules ref: "Safe Routes To Schools Manual", misc. back up information)	Traffic/Safety	P				Maintain in office permanently. Creation of manual as mandated by federal standards in the Manual of Uniform Traffic Control and state Alaska Traffic Manual.
2	Construction Projects/Plans (Copies of Traffic Dept. review comments and copies of plans for reference)	PM&E	P			X	Maintain in office until obsolete and/or after construction project has been completed. Record files are kept in PM&E. Reference copies may be disposed of after administrative need is met. SOA LGRRS #300 EBW-1
3	Private Development-Construction Files (Copies of Traffic Dept. review comments for reference)	PM&E	P			X	Maintain in office until obsolete and/or after construction project has been completed. Record files are kept in PM&E. Reference copies may be disposed of after administrative need is met. SOA LGRRS #300 EBW-8
4	Private Development & Zoning (Copies of Traffic Dept. review comments for reference)	Planning	P				Maintain in office until obsolete. Record files are kept maintained by the Planning Dept. Reference copies may be disposed of after administrative need is met. SOA LGRRS #300 EBW-8
5	Traffic Impact Analysis		10			X	
6	Design Study Reports (Copies of comments and final reports)	PM&E	10			X	Maintain in office until superseded by a more current version or until obsolete.
7	Sign Installation/Removal	Traffic/Safety	IND				Legal and safety purpose: maintain indefinitely
8	Street/Intersection Files (Traffic safety complaints/requests and other street related info)	Traffic/Safety	IND				Legal and safety purpose: maintain indefinitely



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. Sched. Code
Traffic	Administration		343-8406	7710	1	9/24/2008	

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. Sched. Code
Traffic	All	Admin & Traffic Engineering	343-8406	7710 & 7780	1	9/24/2008	

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:

The Traffic Department has not revised its Records Retention Schedule since 2001-2002 and is now considered outdated. Further, many categories require an update to ensure compliance with the State of Alaska, Local Government General Records Retention Schedule #300. The Traffic Retention Schedule revision includes a separate schedule for each section of the department.

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.
5	MISD Requests		X	These forms are no longer created
6	Inventory Files		X	These items are under #16
6	Grants	X		Not included in the original schedule
8	Budget		X	These items are under #21 "Budget Development Workpapers"
8	Employee Department Personnel Files	X		Not included in the original schedule
11	Agency Correspondence		X	Replaced with Department Correspondence Special #11
11	Department Correspondence Special	X		These records have a different retention requirement
15	Data Collection Studies		X	These studies are no longer kept in paper form. Items incorporated into new category under a new retention schedule for DeptID 7750.
15	Computer Hardware & Software Files	X		Replaces outdated MISD Requests
16	Traffic Signal General Information		X	Category of files found in a new retention schedule for DeptID 7770

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	Rel. Sched. Code
Traffic	Admin		343-8406	7710	1	9/24/2008	Page 2 of 3
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.		
17	Accident Reports			X	No longer kept is paper form. Items incorporated into new category under a new retention schedule for DeptID 7760.		
17	Asset Management Inventory by DeptID		X		Back up invoices for electronic PeopleSoft database "Asset Management" overseen by MOA/Finance		
18	Traffic Counts			X	No longer kept is paper form. Items incorporated into new category under a new retention schedule for DeptID 7760.		
18	Project Grant Set-Up/Change Forms		X		Not included in the original schedule		
19	Signal Timing Information			X	Category of files found under #2 of a new retention schedule for DeptID 7770		
19	Accident & Injury Reports		X		Not included in the original schedule		
20	Time Space Diagrams & Timing Charts			X	Category of files found under #3 of a new retention schedule for DeptID 7770		
20	Payroll		X		Not included in the original schedule. Payroll was maintained by another department.		
21	Annual Traffic Reports			X	Category of files found in its own retention schedule for DeptID 7760		
21	Budget Development Workpapers		X		Items previously found under #8		
22	Sign Installation/Removal			X	Category of files found under #10 of a new retention schedule for DeptID 7780		
22	Journal Entries & Budget Transfers		X		Not included in original schedule		
23	Pedestrian/School Info			X	Category of files found under #1 of a new retention schedule for DeptID 7780		
23	Travel & Training File		X		Not included in original schedule		
24	Construction Projects/Plans			X	Category of files found under #2 of a new retention schedule for DeptID 7780		
25	Private Development-Construction			X	Category of files found under #3 of a new retention schedule for DeptID 7780		
26	Traffic Impact Analysis			X	Category of files found under #5 of a new retention schedule for DeptID 7780		
27	Design Study Reports			X	Category of files found under #6 of a new retention schedule for DeptID 7780		
28	Community Councils			X	Category of files found under #7 of a new retention schedule for DeptID 7780		
29	Private Development-Platting			X	Category of files found under #4 of a new retention schedule for DeptID 7780		
30	Striping Plans			X	Category of files found under #11 of a new retention schedule for DeptID 7780		
31	Street Files			X	Category of files found under #8 of a new retention schedule for DeptID 7780		



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. Sched. Code
Traffic	Transportation Planning		343-8406	7720	1	9/24/2008	

Page 1 of 2

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. Sched. Code
Traffic	Transportation Planning		343-8406	7720	1	9/24/2008	

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:

The current retention schedule is outdated and was incorporated into a department/division wide schedule. New schedules are being created for each division/sections as stand alone schedules.

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.
34	AMATS Plans and Programs		X	Item renumbered as #1
1	AMATS Plans and Programs	X		
35	Local Transportation Planning		X	Item renumbered as #2
2	Local Transportation Planning	X		
36	Air Quality Plans & Programs		X	Item renumbered as #3
3	Air Quality Plans & Programs	X		
37	Data Collection & Modeling		X	Item renumbered as #4
4	Data Collection & Modeling	X		
38	Program Administration		X	Item renumbered as #5
5	Program Administration			



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	Rel. Schedule Code
Traffic	Traffic Engineering	Safety	343-8406	7780	1	9/24/2008	

Page 1 of 1

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. Schedule Code
Traffic	All	Admin & Traffic Engineering	343-8406	7780	1	9/24/2008	

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:

The Traffic Department has not revised its Records Retention Schedule since 2001-2002 and is now considered outdated. Further, many categories require an update to ensure compliance with the State of Alaska, Local Government General Records Retention Schedule #300. The Traffic Retention Schedule revision includes a separate schedule for each section of the department.

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.
7	Community Councils-Coordination		X	Records are maintained and listed under the Admin Division DeptID 7710
11	Road Striping Plans		X	Records are maintained and listed under the Admin Division DeptID 7750
10	Sign Installation/Removal		X	Record Series number changed to #7
7	Sign Installation/Removal	X		Record Series previously under #10
9	Traffic Safety Complaints/Requests		X	Records incorporated into #8 Street/Intersection Files

Content ID: 006877**Type:** RecRetentionSched -**Title:** A Resolution Approving the Updated Records Retention Schedule for the Traffic Department, Information Technology**Author:** pruittns**Initiating Dept:** IT**Date Prepared:** 10/1/08 9:34 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 10:43 AM	Exit	Michael Abbott	Public	006877
MuniMgrCoord_SubWorkflow	10/3/08 10:43 AM	Approve	Michael Abbott	Public	006877
MuniManager_SubWorkflow	10/3/08 10:42 AM	Approve	Michael Abbott	Public	006877
InternalAudit_SubWorkflow	10/2/08 3:48 PM	Approve	Peter Raiskums	Public	006877
Controller_SubWorkflow	10/2/08 1:32 PM	Approve	Teresa Peterson	Public	006877
Muni_Clk_SubWorkflow	10/2/08 1:02 PM	Approve	Barbara Gruenstein	Public	006877
Archivist_SubWorkflow	10/2/08 12:47 PM	Approve	Toby Allen	Public	006877
CFO_SubWorkflow	10/2/08 12:47 PM	Approve	Sharon Weddleton	Public	006877
CFO_SubWorkflow	10/2/08 12:09 PM	Checkin	Nina Pruitt	Public	006877
IT_SubWorkflow	10/1/08 10:54 AM	Approve	Fred Carpenter	Public	006877
RecRetentionSched	10/1/08 9:48 AM	Checkin	Toby Allen	Public	006877