

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. 2008-232

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

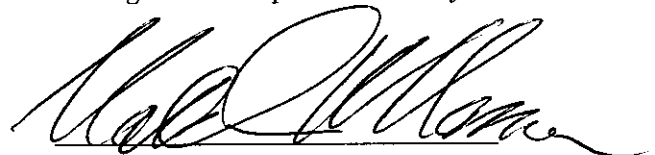
6  
7 WHEREAS, Merrill Field Airport has updated its Records Retention  
8 Schedule; and  
9

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 14<sup>th</sup> day of October, 2008.  
23

24  
25   
26 Chair  
27

28 ATTEST:  
29

30   
31  
32 Municipal Clerk

|                                                                                    |                      |                                                                 |          |         |            |                                                       |             |
|------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------|----------|---------|------------|-------------------------------------------------------|-------------|
|  |                      | <b>MUNICIPALITY OF ANCHORAGE<br/>RECORDS RETENTION SCHEDULE</b> |          |         |            | Record Management Use Only<br>Retention Schedule Code |             |
| Department                                                                         | Division             | Section                                                         | Phone #  | Dept ID | Revision # | Effective Date                                        |             |
| Merrill Field Airport                                                              | General Office Admin | 0                                                               | 343-6303 | 8980    | 1          | 10/14/2008                                            | 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                | David A. Lundeby                                                                                                                                                           | <i>David A. Lundeby</i> | 9/30/08 |
| Agency Records Coordinator | Linda Luebke                                                                                                                                                               | <i>Linda Luebke</i>     | 9/30/08 |
| Records Management Officer | Fred Carpenter                                                                                                                                                             |                         |         |
| Archivist                  | Toby Allen                                                                                                                                                                 |                         |         |
| Clerk                      | Barbara E. Gruenstein                                                                                                                                                      |                         |         |
| Controller                 | Teresa Peterson                                                                                                                                                            |                         |         |
| Internal Auditor           | Peter W. Raikums                                                                                                                                                           |                         |         |
| Assembly Approval Received | This Retention Schedule received Assembly approval on the date provided in this row.<br>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 | Rel. Sched. Code                                              |
|---------------------------|----------------------|-------------------|----------------|------------------------|---------------------|----------------|---------------------------------------------------------------|
| Merrill Field Airport     | General Office Admin |                   | 343-6303       | 8980                   | 1                   | 10/14/2008     | Page 1 of 7                                                   |
| 1                         | 2                    | 3                 | 4              | 5                      | 6                   | 7              |                                                               |
| Retention Schedule Item # | 2a                   | 3                 | 4              | 5                      | 6                   | 7              |                                                               |
|                           | ERec                 | Record Copy Dept. | Office (years) | Records Center (years) | Records Disposition | Vital Record   | Retention Period Source Citation, Other Justification Remarks |
| 1                         | X                    | Airport           | C              |                        | X                   |                | SOA Retention Schedule 100.2 Item 72                          |
| 2                         | X                    | RM                | C+1            |                        | X                   |                | SOA Retention Schedule 100.2 Item 72                          |
| 3                         |                      | Airport           | C+3            |                        | X                   |                | SOA Retention Schedule 100.2 Item 71                          |
| 4                         |                      | Airport           | C+3            |                        | X                   |                | SOA Retention Schedule 100.2 Item 62                          |
| 5                         |                      | Airport           | C+5            |                        | X                   |                | SOA Retention Schedule 100.2 Item 62                          |
| 6                         |                      | Airport           | C+1            |                        | X                   |                | SOA Retention Schedule 100.2 Item 70                          |
| 7                         | X                    | Airport           | C              |                        | P                   | Y              | SOA Retention Schedule 100.2 Item 67                          |
| 8                         |                      | Airport           | C              |                        | P                   | Y              | SOA Retention Schedule 100.2 Item 63                          |
| 9                         |                      | Airport           | C              |                        | P                   | Y              | SOA Retention Schedule 100.2 Item 63                          |
| 10                        |                      | Airport           | C+3            |                        | X                   |                | SOA Retention Schedule 100.2 Item 66                          |
| 11                        |                      | Airport           | C+10           |                        | X                   |                | SOA Retention Schedule 100.2 Item 65                          |

## 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. If final disposition is "Other", i.e.: Digitization (scanning), Microfilm, 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, 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.

[illegible]

[illegible]

[illegible]



**For Records Carrier Use Only:**

[illegible]



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

| Department           |                                                                                                                        | Division           | Section           | Phone #        | Dept. ID               | Revision #             | Effective Date | Page 6 of 7   |       | Rel. Sched. Code |
|----------------------|------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|----------------|------------------------|------------------------|----------------|---------------|-------|------------------|
| Memill Field Airport |                                                                                                                        | General Accounting | 0                 | 343-6303       | 8980                   | 1                      | 10/14/2008     |               |       |                  |
| 1                    | Retention Schedule Item #                                                                                              | 2a                 |                   | 3              | 4                      | 5                      | 6              | 7             | 8     | 9                |
|                      |                                                                                                                        | Exec               | Record Copy Dept. | Office (years) | Records Center (years) | Records Center (years) | Disposal       | Hist. Archive | Other | Vital Record     |
| 1                    | Time Cards and Backup (Time cards, Adjustments, Leave Requests etc.)                                                   | X                  | Airport           | C+3            |                        |                        | X              |               |       |                  |
| 2                    | Payroll Reports (Employee Payment Information)                                                                         | X                  | Airport           | C+4            |                        |                        | X              |               |       |                  |
| 3                    | Travel Authorizations & Requests (documents authorizing travel)                                                        |                    | Airport           | C+3            |                        |                        | X              |               |       |                  |
| 4                    | Payment Documents to include Vouchers, Invoices, Vendor Files & Purchasing                                             | X                  | Airport           | C+5            |                        |                        | X              |               |       |                  |
| 5                    | Payment Documents to include PO's, PR's & JE's Related to Vendor Files                                                 | X                  | Airport           | C+5            |                        |                        | X              |               |       |                  |
| 6                    | Reimbursable Contract & Agreements (Short Term Contracts etc.)                                                         | X                  | Airport           | T+4            |                        |                        | X              |               |       |                  |
| 7                    | Revenue Accounting (Invoices, Cash Receipts, Daily Cash Records) Source documents related to Billing and Cash Receipts | X                  | Airport           | C+3            |                        |                        | X              |               |       |                  |
| 8                    | Fuel Flowage Records                                                                                                   |                    | Airport           | C+5            |                        |                        | X              |               |       |                  |
| 9                    | Utility Records                                                                                                        |                    | Airport           | C+5            |                        |                        | X              |               |       |                  |
| 10                   | Management & Statistical Reports (Monthly Managerial Reports)                                                          | X                  | Airport           | C+5            |                        |                        | X              |               |       |                  |
| 11                   | Refunds (Aircraft & Vehicle Parkers)                                                                                   | X                  | Airport           | C+5            |                        |                        | X              |               |       |                  |
| 12                   | Aircraft & Vehicle Parking (Inventories & Computer Reports)                                                            |                    | Airport           | C+3            |                        |                        | X              |               |       |                  |
| 13                   | Aircraft & Vehicle Parking (Administrative Files relating to New and Canceled Customers)                               | X                  | Airport           | C+3            |                        |                        | X              |               |       |                  |
| 14                   | Aircraft & Vehicle Transient Parking (Daily TP Logs)                                                                   |                    | Airport           | C+3            |                        |                        | X              |               |       |                  |
| 15                   | Aircraft & Vehicle Transient Parking TP Log Books)                                                                     |                    | Airport           | C+3            |                        |                        | X              |               |       |                  |
| 16                   | Aircraft & Vehicle Parking (Administration Files as related to invoicing)                                              | X                  | Airport           | C+5            |                        |                        | X              |               |       |                  |

Retention Period Justification; Authorities; Remarks

SOA Retention Schedule 100.2 Item 21

per MoA Controller/Payroll

SOA Retention Schedule 100.2 Item 23

SOA Retention Schedule 100.2 Item 20

SOA Retention Schedule 100.2 Item 24

SOA Retention Schedule 100.2 Item 22

SOA Retention Schedule 100.2 Item 27

SOA Retention Schedule 100.2 Item 20

SOA Retention Schedule 100.2 Item 20

SOA Retention Schedule 100.2 Item 26

SOA Retention Schedule 100.2 Item 28

SOA Retention Schedule 100.2 Item 27

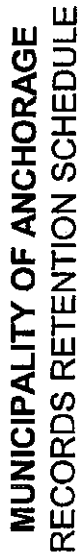
SOA Retention Schedule 100.2 Item 27

SOA Retention Schedule 100.2 Item 27

SOA Retention Schedule 100.2 Item 27

SOA Retention Schedule 100.2 Item 27

SOA Retention Schedule 100.2 Item 27



For Records Center Use Only

[illegible]



# 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 |
|----------------------|----------------------|---------|----------|----------|------------|----------------|------------------|
| Merill Field Airport | General Office Admin | 0       | 343-6303 | 8980     | 1          | 10/14/2008     |                  |

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.

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.                       |
|---------------------------|--------------------------------------------------------------------------------|-------|---------|---------------------------------------------------------------------------|
| 14                        | General Administrative Records Quarterly or Semi-Annual Reports)               |       | X       | Included in Item 1 General Office Administration Records                  |
| 15                        | General Administrative Records (Annual Reports)                                |       | X       | Included in Item 10 General Accounting Records                            |
| 5                         | Grant Management Records (Other Non-Grant Reports)                             | X     |         | New Entry See (Grant Management Records Item 5)                           |
| 7                         | Procurement, Leasing & Property Management Records (Take Home Vehicle Reports) | X     |         | New Entry See (Procurement, Leasing & Property Management Records Item 7) |
| 6                         | Personnel (Leave Requests)                                                     |       | X       | Included in Item 1 General Accounting Records                             |
| 7                         | Personnel (Personnel computer Reports)                                         |       | X       | Included in Item 2 General Accounting Records                             |
| 8                         | Fiscal (Other Fiscal Reports)                                                  |       | X       | Included in Item 10 General Accounting Records                            |
| 10                        | Fiscal (Fiscal Microfiche)                                                     |       | X       | Obsolete                                                                  |
| 1                         | Airport Lease Files (Airport Leases, Use Permits, Etc.)                        |       | X       | Included in Items 1 & 5 Procurement, Leasing & Property Records           |
| 2                         | Airport Lease files (Rental/SLUP)                                              |       | X       | Included in Items 4 & 5 Procurement, Leasing & Property Records           |

# 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. Schd. Code |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------|----------|----------|---------------------------------------------------------------------------|----------------|-----------------|
| Merrill Field Airport                   | 0                                                                                                                           | 0       | 343-6303 | 8980     | 1                                                                         | 10/14/2008     | Page 2 of 2     |
| 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.                       |                |                 |
| 5                                       | Procurement, Leasing & Property Management Records (Airport Use Permits/Special Land Use Permits (MOA Issued and Received)) |         | X        |          | New Entry See (Procurement, Leasing & Property Management Records Item 5) |                |                 |
| 6                                       | Procurement, Leasing & Property Management Records (Airport Licenses & Permits (MOA Issued and Received))                   |         | X        |          | New Entry See (Procurement, Leasing & Property Management Records Item 6) |                |                 |
| 11                                      | General Accounting Records (Customer Refunds Aircraft and Vehicle Parkers)                                                  |         | X        |          | New Entry See (General Accounting Records Item 11)                        |                |                 |
| 19                                      | General Office Administration Records (Impound Auction Documents)                                                           |         | X        |          | New Entry See (General Office Administration Records Item 19)             |                |                 |
|                                         |                                                                                                                             |         |          |          |                                                                           |                |                 |
|                                         |                                                                                                                             |         |          |          |                                                                           |                |                 |

**Content ID:** 006897**Type:** RecRetentionSched -**Title:** Merrill Field - Records Retention Schedule Update**Author:** pruittns**Initiating Dept:** IT**Date Prepared:** 10/2/08 8:40 AM**Director Name:** Fred Carpenter**Assembly Meeting Date:** 10/14/08

| <b><u>Workflow Name</u></b> | <b><u>Action Date</u></b> | <b><u>Action</u></b> | <b><u>User</u></b> | <b><u>Security Group</u></b> | <b><u>Content ID</u></b> |
|-----------------------------|---------------------------|----------------------|--------------------|------------------------------|--------------------------|
| Clerk_Admin_SubWorkflow     | 10/3/08<br>3:59 PM        | Exit                 | Heather Handyside  | Public                       | 006897                   |
| MuniMgrCoord_SubWorkflow    | 10/3/08<br>3:59 PM        | Approve              | Heather Handyside  | Public                       | 006897                   |
| MuniManager_SubWorkflow     | 10/3/08<br>1:56 PM        | Approve              | Michael Abbott     | Public                       | 006897                   |
| InternalAudit_SubWorkflow   | 10/3/08<br>11:58 AM       | Approve              | Peter Raiskums     | Public                       | 006897                   |
| Controller_SubWorkflow      | 10/3/08<br>10:52 AM       | Approve              | Teresa Peterson    | Public                       | 006897                   |
| Muni_Clk_SubWorkflow        | 10/3/08<br>10:33 AM       | Approve              | Barbara Gruenstein | Public                       | 006897                   |
| Archivist_SubWorkflow       | 10/2/08<br>3:48 PM        | Approve              | Toby Allen         | Public                       | 006897                   |
| CFO_SubWorkflow             | 10/2/08<br>3:25 PM        | Approve              | Sharon Weddleton   | Public                       | 006897                   |
| CFO_SubWorkflow             | 10/2/08<br>2:37 PM        | Checkin              | Nina Pruitt        | Public                       | 006897                   |
| IT_SubWorkflow              | 10/2/08<br>8:48 AM        | Approve              | Fred Carpenter     | Public                       | 006897                   |
| RecRetentionSched           | 10/2/08<br>8:44 AM        | Checkin              | Toby Allen         | Public                       | 006897                   |