

Submitted by: Chairman of the Assembly  
at the Request of the Mayor  
Prepared by: Information Technology  
For reading: December 2, 2008

CLERK'S OFFICE

APPROVED  
Date: 12-2-08

ANCHORAGE, ALASKA  
AR NO. 2008-295

A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING  
UPDATED RECORDS RETENTION SCHEDULES FOR THE  
DEVELOPMENT SERVICES DEPARTMENT, PUBLIC TRANSPORTATION  
DEPARTMENT, ANCHORAGE POLICE DEPARTMENT, PARKS AND  
RECREATION DEPARTMENT, OFFICE OF EQUAL OPPORTUNITY AND  
TREASURY DIVISION IN ACCORDANCE WITH MUNICIPAL POLICY AND  
PROCEDURE 52-2

WHEREAS, the departments listed above have updated their Records  
Retention Schedules; and

WHEREAS, in accordance with Municipal Policy and Procedure 52-2, the  
Records Management Officer has reviewed the Records Retention Schedules and  
forwarded them for review and approval to the Municipal Archivist, Municipal  
Clerk, Internal Auditor, and Controller; and

WHEREAS, the Municipal Archivist, Municipal Clerk, Internal Auditor, and  
Controller have reviewed and approved the Records Retention Schedules, and

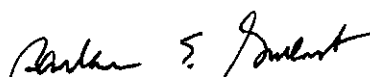
WHEREAS, the approved Record Retention Schedules are available in the  
Records Management Office for review by the Assembly.

NOW, therefore, the Anchorage Assembly resolves that the Records  
Retention Schedules as submitted, reviewed and approved in accordance with  
Municipal Policy and Procedure 52-2 are hereby approved.

PASSED AND APPROVED by the Anchorage Municipal Assembly this  
2nd day of December, 2008.

  
Chair

ATTEST:

  
Municipal Clerk

**Content ID:** 007151**Type:** AR\_AllOther - All Other Resolutions

A Resolution Approving Updated Records Retention Schedules for the

**Title:** Development Services Department, Public Transportation Department, Police Department, Parks & Recreation Department, Office of Equal Opportunity and Treasury Division D**Author:** pruittns**Initiating Dept:** IT**Keywords:** Records Retention, Various Departments, Development Services, Treasury, Police Department, Parks and Recreation**Date Prepared:** 11/20/08 1:19 PM**Director Name:** Fred Carpenter**Assembly Meeting Date:** 12/2/08

| <b>Workflow Name</b>     | <b>Action Date</b>  | <b>Action</b> | <b>User</b>      | <b>Security Group</b> | <b>Content ID</b> |
|--------------------------|---------------------|---------------|------------------|-----------------------|-------------------|
| Clerk_Admin_SubWorkflow  | 11/21/08<br>9:01 AM | Exit          | Joy Maglaqui     | Public                | 007151            |
| MuniMgrCoord_SubWorkflow | 11/21/08<br>9:01 AM | Approve       | Joy Maglaqui     | Public                | 007151            |
| MuniManager_SubWorkflow  | 11/21/08<br>9:01 AM | Approve       | Joy Maglaqui     | Public                | 007151            |
| CFO_SubWorkflow          | 11/20/08<br>3:46 PM | Approve       | Sharon Weddleton | Public                | 007151            |
| IT_SubWorkflow           | 11/20/08<br>1:42 PM | Approve       | Fred Carpenter   | Public                | 007151            |
| AllOtherARWorkflow       | 11/20/08<br>1:26 PM | Checkin       | Nina Pruitt      | Public                | 007151            |



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Records Management Unit

| Department           | Division | Section | Phone #  | Dept. ID                                                         | Revision # | Effective Date | Rel. Code |
|----------------------|----------|---------|----------|------------------------------------------------------------------|------------|----------------|-----------|
| Development Services | All      |         | 343.8301 | 7510, 7520,<br>7530, 7540,<br>7542, 7543,<br>7552, 7560,<br>7570 |            | 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                | Ron Thompson                                                                                                                                                            |           | 9/26/2008 |
| Agency Records Coordinator | Shelly Rogers                                                                                                                                                           |           | 9/26/2008 |
| Records Management Officer | Fred Carpenter                                                                                                                                                          |           |           |
| Archivist                  | Toby Allen                                                                                                                                                              |           |           |
| Clerk                      | Barbara Gruenstein                                                                                                                                                      |           |           |
| Controller                 | Teresa Peterson                                                                                                                                                         |           |           |
| Internal Auditor           | Peter Raikums                                                                                                                                                           |           |           |
| 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    |              |
|---------------------------|----------------|---------------------------------------------------------------------------------------------------------------|----------|-------------------|----------------|------------------------|---------------------|--------------|
| Development Services      | Administration |                                                                                                               | 343-8317 | 7510              | 3              | 10/14/2008             | Page 1 of 1         |              |
| 1                         | 2              | Record Series Title and Description of records included in the series                                         | 2a       | 3                 | 4              | 5                      | 6                   | 7            |
| Retention Schedule Item # |                |                                                                                                               | Effect   | Record Copy Dept. | Office (years) | Records Center (years) | Records Disposition | Final Record |
|                           |                |                                                                                                               |          |                   |                |                        | Destroy             |              |
| 1                         |                | Budget Documents                                                                                              |          |                   | C+2            |                        | X                   |              |
| 2                         |                | Desk Procedures Manuals                                                                                       |          |                   | C              |                        | X                   |              |
| 3                         |                | Payables (PeopleSoft, Procurement Card, Journal Entries, Invoices, Training/Travel Documents, MuniMart, etc.) |          |                   | C+4            |                        | X                   |              |
| 4                         |                | Personnel Files                                                                                               |          |                   | C/P            |                        |                     | X            |
| 5                         |                | Position Descriptions                                                                                         |          |                   | C              |                        | X                   |              |
| 6                         |                | Purchase Orders                                                                                               |          |                   | C+4            |                        | X                   |              |
| 7                         |                | Receivables (Carbon copies of Cash Receipts, Journal Entries, P.O.L, Invoices & Documentation, etc.)          |          |                   | C+2            |                        | X                   |              |
| 8                         |                | Time Cards, Payroll Documentation                                                                             |          |                   | C+1            | 3                      |                     |              |
| 9                         |                | Worker's Comp, Injury Leave, Family Medical Leave Documentation                                               |          |                   | C              |                        | 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

[illegible]

### Retention Codes

(for use with 4 above.)

**C = Current/Created Year**

**A = Audit Year**

# = Number of years

**P = Permanent**

**T = Terminated**

ACT = Active

perpetrators = bills

**UIC = Independent**

### Examples:

**C+2 = Current Year + 2 years**

 $C + A + f = \text{Current}$ 

Year+Audit year+1 year

5-510000

**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 **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.

**6 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 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.



|                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retention Codes</b><br>(for use with 4 above.)<br>C = Current/Created Year<br>A = Audit Year<br># = Number of years<br>P = Permanent<br>T = Terminated<br>ACT = Active<br>SUP = Superseded<br>IND = Indefinite | <p><b>Instructions, explanation and help. If you need more help, contact Records Management 343-4849</b></p> <p><b>1 Retention Schedule Item #</b> Use numerical identification only.</p> <p><b>2 Record Series Title and Description of Included records:</b> 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 <b>ELECTRONIC</b> Records by placing (E Rec) after the record type.</p> <p><b>2a Place an X</b> in this column to indicate if the Record Series contains any <b>ELECTRONIC</b> Record types.</p> <p><b>3 Record Copy Dept. :</b> 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.</p> <p><b>4 Retention Period:</b> 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 <b>ELECTRONIC</b> records, indicate the <b>total retention period</b> for the record under the <b>Records Center column</b>.</p> <p><b>5 Records Disposition:</b> Place 'X' in the column that describes the disposition for the records series. If final disposition is "Other", ie.: 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.</p> <p><b>6 Vital Record:</b> 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.</p> <p><b>7 Retention Period Source Citation, Other Justification, Remarks:</b> 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.</p> <p><b>Examples:</b><br/>         C+2 = Current Year + 2 years<br/>         C+A+1 = Current Year+Audit year+1 year<br/>         5 = 5 years</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

| Department                | Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Section           | Phone #           | Dept. ID               | Revision #          | Effective Date | Ref. Sched. Code                                                                                                                                                                                                 |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|------------------------|---------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Development Services      | Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Permit Management | 343-8181          | 7552                   | 3                   | 10/14/2008     | Page 1 of 3                                                                                                                                                                                                      |
| 1                         | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2a                | 3                 | 4                      | 5                   | 6              | 7                                                                                                                                                                                                                |
| Retention Schedule Item # | Record Series Title and Description of records included in the series                                                                                                                                                                                                                                                                                                                                                                                                                                           | Effect            | Record Copy Dept. | Records Center (years) | Records Disposition | Vital Record   | Retention Period Source Citation, Other Justification Remarks                                                                                                                                                    |
| 1                         | <b>Residential Permit:</b> Permit application; Change Order(s) Transmittal; Asbuilt Drawings; Certified Plot Plan; Certificate of Occupancy or Certificate of Completion; Condition Uses; Variances; Special limitations; Final CO inspections for all disciplines; Project Folder front and back; Encroachment permit(s); Letter(s) of Non-objection; Zoning actions; Non-conforming status document(s); approved plans; copy of bond; Alternate Means and Methods                                             |                   | PM                | C + 3                  | X                   | P              | Hold Paper: Current + 3 months after the issuance of the Certificate of Occupancy or Certificate of Completion.<br>Scan: Documents and scanned images are maintained Indefinitely. (Reference Title 23.10.202.7) |
| 2                         | <b>Commercial Permit:</b> Permit application; Change Order(s) Transmittal; Asbuilt Drawings; Certified Plot Plan; Certificate of Occupancy or Certificate of Completion; Condition Uses; Variances; Special limitations; Special Inspector Information and documents; Final CO inspections for all disciplines; Project Folder front and back; Encroachment permit(s); Letter(s) of Non-objection; Zoning actions; Non-conforming status document(s); approved plans; copy of bond; Alternate Means and Methods |                   | PM                | C + 3                  | X                   | P              | Hold Paper: Current + 3 months after the issuance of the Certificate of Occupancy or Certificate of Completion.<br>Scan: Documents and scanned images are maintained Indefinitely. (Reference Title 23.10.202.7) |

## Retention Codes

(for use with 4 above.)

C = Current/Created Year

A = Audit Year

# = Number of years

P = Permanent

T = Terminated

ACT = Active

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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.



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For Records Center Use Only

| Department                | Division                                                                                                                 | Section           | Phone #           | Dept ID        | Revision #             | Effective Date      | Ret. Sched. Code |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|----------------|------------------------|---------------------|------------------|
| Development Services      | Public Works                                                                                                             | Permit Management | 343-8181          | 7552           | 3                      | 10/14/2008          |                  |
| 1                         | 2                                                                                                                        | 2a                | 3                 | 4              | Records Period         | 5                   | 6                |
| Retention Schedule Item # | Record Series Title and Description of records included in the series                                                    | EROC              | Record Copy Dept. | Office (years) | Records Center (years) | Records Disposition | Vital Record     |
| 3                         | Commercial Plans and Calculations                                                                                        |                   | PM                |                |                        |                     |                  |
| 4                         | Fence Permits: Permit application; plans.                                                                                |                   | PM                | C + 3          |                        | X                   | P                |
| 5                         | Fill/Grading/Excavation Permit: Permit application; plans that include Traffic review; haul route, PME stamped document. |                   | PM                | C + 3          |                        | X                   | P                |
| 6                         | Fire Permit: Permit application; code abatement report, permits                                                          |                   | PM                | C + 3          |                        | X                   | P                |
| 7                         | Mobile Home Permit: Permit application, permit, inspections, plot plan, letter from mobile home park owner               |                   | PM                | C + 3          |                        | X                   | P                |



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For Records Center Use Only

| Department                | Division                                                                    | Section           | Phone #           | Dept. ID               | Revision #             | Effective Date | Ret. Schd. Code |              |                                                                                                                                                                                   |
|---------------------------|-----------------------------------------------------------------------------|-------------------|-------------------|------------------------|------------------------|----------------|-----------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Development Services      | Public Works                                                                | Permit Management | 343-8181          | 7552                   | 3                      | 10/14/2008     | Page 3 of 3     |              |                                                                                                                                                                                   |
| 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. | Records Office (years) | Records Center (years) | Hist. Archive  | Other           | Vital Record | Retention Period Justification; Authorities; Remarks                                                                                                                              |
| 8                         | <b>Retrofit Permits:</b><br>Permit application; permit, inspection          |                   | PM                | C + 3                  |                        | X              |                 |              | Destroy three months after final inspection.                                                                                                                                      |
| 9                         | <b>Sign Permit:</b><br>Permit application; plans, site plan, inspection     |                   | PM                | C + 3                  |                        | X              | P               |              | Hold Paper: Current + 3 months after the issuance of the Certificate of Completion. Scan: Documents and scanned images are maintained indefinitely. (Reference Title 23.10.202.7) |
| 10                        | <b>Temporary &amp; Seasonal Use Permits:</b>                                |                   | PM                | C + 3                  |                        | X              | P               |              | Hold Paper: Current + 3 months after the issuance of the Certificate of Occupancy. Scan: Documents and scanned images are maintained indefinitely. (Reference Title 23.10.202.7)  |
| 11                        | <b>Vapor Extraction:</b><br>Permit application; bond documents; plans.      |                   | PM                | C + 3                  |                        | X              | P               |              | Hold Paper: Current + 3 months after the issuance of the Certificate of Completion. Scan: Documents and scanned images are maintained indefinitely. (Reference Title 23.10.202.7) |
| 13                        | <b>Plumbing/Mechanical Qualification Cards:</b><br>Last renewal Application |                   | PM                | C + 3                  |                        | X              | P               |              | Hold Paper: Current + three months after license expires. Scan: ALL documents. Scanned images are to be maintained indefinitely.                                                  |
| 14                        | <b>Canceled Building Permit:</b>                                            |                   | PM                |                        |                        | X              |                 |              | Refund 80% of permit fee if applicable and when requested by customer, then destroy. (Reference: 23.10.304.6)                                                                     |
| 15                        | <b>Daily Revenue Sheets:</b><br>Copy of cash receipt, checks, permits, etc. |                   | PM                | C + 12                 |                        | X              |                 |              | Paper is held for twelve months beyond current year, then destroyed. (Reference: MOA Policy and Procedure 24-1)                                                                   |
| 16                        | <b>Bond Files:</b>                                                          |                   | PM                | C                      |                        | X              |                 |              | All documents retained until bond is refunded (applies to cash bond only) or collected upon, then documents destroyed. Additional copy of bond may be retained in permit file.    |
|                           |                                                                             |                   |                   |                        |                        |                |                 |              |                                                                                                                                                                                   |
|                           |                                                                             |                   |                   |                        |                        |                |                 |              |                                                                                                                                                                                   |



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|---------------------------|-----------------------------------------------------------------------|---------|-------------------|------------------------|---------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Development Services      | Right of Way                                                          |         | 343-8240          | 7560                   | 3                   | 10/14/2008     | Page 1 of 2                                                                                                                                                                             |
| 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. | Records Center (years) | Records Disposition | Vital Record   | Retention Period Source Citation, Other Justification Remarks                                                                                                                           |
| 1                         | File System Index                                                     |         | DSD               | C                      | X                   |                | Retain until updated                                                                                                                                                                    |
| 2                         | Policy and Procedure Files                                            |         | DSD               | P                      |                     |                |                                                                                                                                                                                         |
| 3                         | Agency Opinions and Decisions                                         |         | DSD               | P                      |                     |                |                                                                                                                                                                                         |
| 4                         | Complaint Files                                                       |         | DSD               | C+1                    | X                   |                | Complaints are investigated, reported and followed up in the same manner as police reports.                                                                                             |
| 5                         | Right-of-Way Plan Reviews                                             |         | DSD               | C+2                    | X                   |                | Project warranties last one year and subdivision warranties last two years. After that, any repair to rights of ways are the responsibility of MOA. There are duplicate records in PME. |
| 6                         | Right-of-Way Plat Reviews                                             |         | DSD               | C+2                    | X                   |                | Project warranties last one year and subdivision warranties last two years. After that, any repair to rights of ways are the responsibility of MOA. There are duplicate records in PME. |
| 7                         | Right-of-Way Utility Permit Billings                                  |         | DSD               | C+3                    | X                   |                |                                                                                                                                                                                         |
| 8                         | Right-of-Way Permit Originals                                         |         | DSD               | C+2                    | X                   |                | Construction warranty lasts only one year after which time the MOA has the responsibility to repair any damage.                                                                         |

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Form 91-042A page 2 (rev. 07.1/2008)



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**SUP** = Superseded  
**IND** = Indefinite

**Examples:**

**C+2** = Current Year + 2 years  
**C+A+1** = Current Year + Audit year + 1 year  
**5** = 5 years

**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 #  | Dpt. ID | Revision # | Effective Date | Rel. Schd. Code |
|----------------------|----------------|---------|----------|---------|------------|----------------|-----------------|
| Development Services | Administration | 0       | 343-8317 | 7510    | 3          | 10/14/2008     | 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. Sched. Code |
|----------------------|----------------|---------|----------|----------|------------|----------------|------------------|
| Development Services | Administration | 0       | 343-8317 | 7510     | 2          | 2/9/2004       |                  |

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 reorganizational 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: MOA processes changed. Wording from Workman's to Worker's Compensation.**

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.

[illegible]

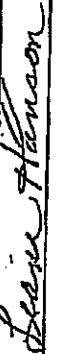
|                                                                                     |          |                                                                 |          |          |            |                                                                                     |             |
|-------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------|----------|----------|------------|-------------------------------------------------------------------------------------|-------------|
|  |          | <b>MUNICIPALITY OF ANCHORAGE<br/>RECORDS-RETENTION SCHEDULE</b> |          |          |            |  |             |
| Department                                                                          | Division | Section                                                         | Phone #  | Dept. ID | Revision # | Effective Date                                                                      | Page 1 of 1 |
| Public Transportation                                                               | All      | All                                                             | 343-8402 | ALL      | 1          | Page ____ of ____                                                                   |             |

### 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                | Jody M. Karz                                                                                                                                                               |  | 10/3/08 |
| Agency Records Coordinator | Liana Hanson                                                                                                                                                               |  | 10/3/08 |
| Records Management Officer |                                                                                                                                                                            |                                                                                   |         |
| Archivist                  |                                                                                                                                                                            |                                                                                   |         |
| Clerk                      |                                                                                                                                                                            |                                                                                   |         |
| Controller                 |                                                                                                                                                                            |                                                                                   |         |
| Internal Auditor           |                                                                                                                                                                            |                                                                                   |         |
| 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

For Records Center Use Only

| Department                | Division                                                              | Section | Phone #           | Dept. ID       | Revision #             | Effective Date      | Ret. Sched. Code                                                                                                                                |
|---------------------------|-----------------------------------------------------------------------|---------|-------------------|----------------|------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Transportation     | All                                                                   | All     | 343-8402          | ALL            | 1                      | 10/14/2008          | Page 1 of 7                                                                                                                                     |
| 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) | Records Disposition | Retention Period Justification; Authorities; Remarks                                                                                            |
|                           | ANCHORIDES                                                            |         |                   |                |                        |                     |                                                                                                                                                 |
| A-1                       | Assessment                                                            |         | Custom er Service | c+3            | 7                      | X                   | See Appendix C, Alaska Department of Health & Social Services Privacy and Security Procedures for Grantees. Procedure #4, Retention of Records. |
| A-2                       | Contract Information                                                  |         | Custom er Service | C+3            | 10                     | P                   | See Appendix C, Alaska Department of Health & Social Services Privacy and Security Procedures for Grantees. Procedure #4, Retention of Records. |
| A-3                       | Eligibility & Applications                                            |         | Custom er Service | c+3            | 7                      | X                   | See Appendix C, Alaska Department of Health & Social Services Privacy and Security Procedures for Grantees. Procedure #4, Retention of Records. |
| A-4                       | Operation Reports                                                     |         | Custom er Service | c+3            | 7                      | X                   | See Appendix C, Alaska Department of Health & Social Services Privacy and Security Procedures for Grantees. Procedure #4, Retention of Records. |
| A-5                       | Travel Training                                                       |         | Custom er Service | c+3            | 7                      | X                   | See Appendix C, Alaska Department of Health & Social Services Privacy and Security Procedures for Grantees. Procedure #4, Retention of Records. |



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

| Department                | Division                                                              | Section | Phone #           | Dept ID        | Revision #             | Effective Date                             | Page of      | Ret. Sched. Code                                                                                                  |
|---------------------------|-----------------------------------------------------------------------|---------|-------------------|----------------|------------------------|--------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------|
| Public Transportation     | All                                                                   | All     | 343-8402          | ALL            | 1                      | 10/14/2008                                 |              |                                                                                                                   |
| 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) | Records Disposition: Hist. Archive Destroy | Vital Record | Retention Period Justification; Authorities; Remarks                                                              |
|                           | CUSTOMER SERVICE                                                      |         |                   |                |                        |                                            |              |                                                                                                                   |
| CS-1                      | BUS ADVERTISING SALES                                                 |         | CUSTO MER SVC     | 3              |                        | X                                          |              | Per the MOA General Records, Office Admin, line 8.                                                                |
| CS-2                      | Customer Service - Photo ID                                           | E       | CUSTO MER SVC     | C              |                        | X                                          |              | C= Until data is obsolete, superseded or administrative/management need is met. A tape backup is performed daily. |
| CS-3                      | Daily Paperwork (cash receipts, cashier audits)                       |         | CUSTO MER SVC     | C + 3          |                        | X                                          |              | Per the MOA General Records, General Accounting, line 26.                                                         |
| CS-4                      | ID Card records/Applications for Reduced Fare                         |         | CUSTO MER SVC     | 3              | 5                      | X                                          |              | Must adhere to HIPPA regs. May contain personal medical information. SHRED                                        |
| CS-5                      | PASSTOKEN OUTLET RECORDS                                              |         | TRANS IT CS       | C + 3          |                        | X                                          |              | Per the MOA General Records, General Accounting, line 26.                                                         |
| CS-6                      | Project files                                                         |         | CUSTO MER SVC     | ACT            |                        | X                                          |              | Per the MOA General Records, Office Admin, line 16                                                                |
| CS-7                      | SALES RECORDS (consignment/outlet/2for 1 program)                     |         | CUSTO MER SVC     | C + 3          |                        | X                                          |              | Per the MOA General Records, General Accounting, line 26.                                                         |
| CS-8                      | TRANSIT COMMENT RECORDS                                               |         | TRANS IT CS       | 1              | 6                      | X                                          |              | May contain confidential personnel information. SHRED                                                             |
| CS-9                      | UNSOLD PASSES                                                         |         | CUSTO MER SVC     | C + 3          |                        | X                                          |              | Per the MOA General Records, General Accounting, line 26.                                                         |



# 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    |                                                                                                                                                                                                                                        |
|---------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------|----------------|------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Transportation     | All      | All                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 343-8402 | ALL               | 1              | 10/14/2008             | Page of             |                                                                                                                                                                                                                                        |
| 1                         | 2        | Record Series Title and Description of records included in the series                                                                                                                                                                                                                                                                                                                                                                                   | 2a       | 3                 | 4              | 5                      | 6                   | 7                                                                                                                                                                                                                                      |
| Retention Schedule Item # |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ERec     | Record Copy Depl. | Office (years) | Records Center (years) | Records Disposition | Retention Period Justification; Authorities; Remarks                                                                                                                                                                                   |
|                           |          | General Admin                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                   |                |                        |                     |                                                                                                                                                                                                                                        |
| GA-01                     |          | ASSET INVENTORIES (FIXED)                                                                                                                                                                                                                                                                                                                                                                                                                               |          |                   |                |                        |                     | Retain Fixed Assets for the life of the asset, or until State or FTA authorizes disposal of grant funded assets. SOA, Local Government General Records Retention Schedule, #300 CG-14                                                  |
| GA-02                     |          | ASSET INVENTORIES (NON-FIXED) - Inventories of owned assets indicating value, location, purchasing information, etc. The Government Accounting Standards Board (GASB) requires municipalities to record infrastructure as part of their fixed assets.                                                                                                                                                                                                   | E        |                   | C + 3          |                        | X                   | Retain Non-Fixed Assets 3 years. Backup records dealing with an asset may be disposed per policy according to type (purchase order, grant, correspondence, etc.) SOA, Local Government General Records Retention Schedule, #300 CG-14. |
| GA-03                     |          | RECORDS RETENTION SCHEDULES Department records retention schedules.                                                                                                                                                                                                                                                                                                                                                                                     | E        |                   | C              |                        | P                   | Permanent SOA, Local Government General Records Retention Schedule, #300GO-1B                                                                                                                                                          |
| GA-04                     |          | Advertisements: Legal<br>This records series consists of departmental advertisements which may have appeared in newspapers or posted Online.<br>Examples include bid invitations for construction jobs, public hearings or notices, public sales.                                                                                                                                                                                                       |          |                   | 3              |                        | P                   | Per the MOA General Records, Grant Management, line 8.                                                                                                                                                                                 |
| GA-05                     |          | AUDITS, INTERNAL                                                                                                                                                                                                                                                                                                                                                                                                                                        |          | Pub Trans         | A + 3          |                        | X                   | Per the MOA General Records, General Accounting, line 29.                                                                                                                                                                              |
| GA-06                     |          | BANK STATEMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                         |          | Finance           | A + 2          | 5                      | X                   | Per the MOA General Records, General Accounting, line 28.                                                                                                                                                                              |
| GA-07                     |          | BUDGET REPORT                                                                                                                                                                                                                                                                                                                                                                                                                                           |          | OMB               | 5              |                        | X                   | Per the MOA General Records                                                                                                                                                                                                            |
| GA-08                     |          | Agency Budget Working Papers (Original Preparation Files): This s                                                                                                                                                                                                                                                                                                                                                                                       |          | Pub Trans         | C + 3          |                        | X                   | Per the MOA General Records, Budget Prep, line 2.                                                                                                                                                                                      |
| GA-09                     |          | FINANCIAL STATEMENTS, DEPARTMENTAL                                                                                                                                                                                                                                                                                                                                                                                                                      |          | Pub Trans         | C + 3          |                        | X                   | Per the MOA General Records, Budget Prep, line 2.                                                                                                                                                                                      |
| GA-10                     |          | Forms:<br>Records series consists of forms, request for approval of forms, or similar documents, submitted by office of primary responsibility for the form, and all revisions;<br>latest printing specifications; latest review of form, showing status of form; records about the form; final draft/master or a copy of the current edition showing the office of primary responsibility's approval; and, a copy of each printed edition of the form. |          |                   | T + 1          |                        | X                   | Retain 1 year after obsolescence.<br>State of Alaska General Administrative Records Retention SOAGARRS #100.2 Items # 78&79<br>Per the MOA General Records, Office Admin, line 17.                                                     |

Form 91-042A page 4 (rev. 07.11.2008)Public Transportation\_ Revised\_20081112.xls



# 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                                                                                                                                                                                                    |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------|----------------|------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Transportation     | All                                                                                                                                                                                                             | All     | 343-8402          | ALL            | 1                      | 10/14/2008          |                                                                                                                                                                                                                     |
|                           |                                                                                                                                                                                                                 |         |                   |                |                        | Page of             |                                                                                                                                                                                                                     |
| 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) | Records Disposition | Retention Period Justification; Authorities; Remarks                                                                                                                                                                |
| GA-21                     | Safety Inspection Records:<br>Inspection reports for fire, security and safety.                                                                                                                                 |         |                   | 3              |                        | X                   | Retain for 3 years even when superseded.<br>SoAGARRS #100.2 Item # 85                                                                                                                                               |
| GA-22                     | SERVICE AGREEMENTS, MAINTENANCE                                                                                                                                                                                 |         | FINAN<br>CE       | ACT+<br>3      |                        | X                   | Per the MOA General Records, Procurement, Leasing, Property, line 2.<br>Retain 3 years after delegation is no longer valid. (ACT=active)SOA, Local Government General Records Retention Schedule, #300              |
| GA-23                     | SIGNATURE AUTHORIZATION                                                                                                                                                                                         |         | Pub<br>Trans      | ACT+<br>3      |                        | X                   |                                                                                                                                                                                                                     |
| GA-24                     | TRAINING, MUNICIPAL COURSES                                                                                                                                                                                     |         | Resour<br>ce Dev  | ACT            |                        | X                   | Per the MOA General Records, Office Admin 2, line 28.                                                                                                                                                               |
| GA-25                     | TRANSIT ADVISORY BOARD MINUTES For all general staff, routine and operational meetings that do not result in changes to municipal positions or procedures. Consists of agenda, minutes, notes and other backup. |         | Pub<br>Trans      | P              |                        |                     | These records document the policies, decisions and historical activities of municipal agencies. Retain until administrative or management need is met; then, transfer to MOA Archives.<br>SoAGARRS #100.2 Item # 65 |
| GA-26                     | TRANSIT OPINIONS, DECISIONS & INTERPRETATIONS                                                                                                                                                                   |         | Pub<br>Trans      | C              |                        | P                   | Per the MOA General Records, Office Admin, line 15.                                                                                                                                                                 |
| GA-27                     | Travel Accounting: travel authorization forms; travel expense reports, Trip Reports.                                                                                                                            |         | Pub<br>Trans      | AP             | C + 4                  | X                   | Per the MOA General Records, General Accounting, line 22.                                                                                                                                                           |
| GA-28                     | VOUCHERS, INVOICES, VENDOR FILES                                                                                                                                                                                |         | FINAN<br>CE       | A + 3          |                        | X                   | Per the MOA General Records, General Accounting Records, line 1.                                                                                                                                                    |



# 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                                                                                                                                                                  |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------|------------------------|---------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Transportation     | All                                                                                                                                                                                                                                                                  | All                    | 343-8402       | ALL                    | 1                   | 10/14/2008     | Page 1 of 7                                                                                                                                                                       |
| 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) | Records Disposition | Vital Record   | Retention Period Justification; Authorities; Remarks                                                                                                                              |
|                           | MAINTENANCE                                                                                                                                                                                                                                                          |                        |                |                        |                     |                |                                                                                                                                                                                   |
| MT-01                     | Automotive Management:<br>Includes copies of the following: Motor Vehicle Accident Reports, Certification of Insurance, Lost-Stolen-Damaged Property Reviews, Inspection reports, maintenance records, repair estimates, Liability Accident Notices, credit card use | MAINT/<br>RISK<br>MGMT | ACT +<br>5     |                        | X                   |                | Vehicle Maintenance File Record Copy maintained by Maintenance. Risk Management is Office of Record for Claims files. Per General Records Procurement, Leasing, Property, line 6. |
| MT-02                     | BUS CONTRACT/WARRANTY                                                                                                                                                                                                                                                | MAINT<br>ENANC<br>E    | ACT +<br>5     |                        | X                   |                | Per General Records Procurement, Leasing, Property line 6.                                                                                                                        |
| MT-03                     | CDR REPORTS/TELEPHONE LOG                                                                                                                                                                                                                                            | MAINT<br>ENANC<br>E    | ACT            |                        | X                   |                | Per General Records Office Admin, line 15.                                                                                                                                        |
| MT-04                     | MATERIAL ISSUE SLIPS                                                                                                                                                                                                                                                 | MAINT<br>ENANC<br>E    | ACT +<br>5     |                        | X                   |                | Per General Records Procurement, Leasing, Property line 6.                                                                                                                        |
| MT-05                     | MATERIAL REQUISITIONS                                                                                                                                                                                                                                                | MAINT<br>ENANC<br>E    | ACT +<br>5     |                        | X                   |                | Per General Records Procurement, Leasing, Property line 6.                                                                                                                        |
| MT-06                     | PARTS INVENTORY                                                                                                                                                                                                                                                      | MAINT<br>ENANC<br>E    | A or 3         |                        | X                   |                | Per General Records Procurement, Leasing, Property line 7.                                                                                                                        |
| MT-07                     | ROLLING STOCK SALVAGE/SURPLUS                                                                                                                                                                                                                                        | PURC<br>HASIN<br>G     | A or 3         |                        | X                   |                | Per General Records Procurement, Leasing, Property line 7.                                                                                                                        |
| MT-08                     | WORK ORDERS                                                                                                                                                                                                                                                          | MAINT<br>ENANC<br>E    | ACT +<br>4     |                        | X                   |                | Per General Records Procurement, Leasing, Property line 5.                                                                                                                        |



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

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For Records Center Use Only

| Department                | Division | Section                                                               | Phone #  | Dept ID               | Revision #     | Effective Date         | Page of             | Ret. Sched. Code                                                                                                                                |
|---------------------------|----------|-----------------------------------------------------------------------|----------|-----------------------|----------------|------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Transportation     | All      | All                                                                   | 343-8402 | ALL                   | 1              | 10/14/2008             |                     |                                                                                                                                                 |
| 1                         | 2        | Record Series Title and Description of records included in the series | 2a       | 3                     | 4              | 5                      | 6                   | 7                                                                                                                                               |
| Retention Schedule Item # |          |                                                                       | ERec     | Record Copy Dept.     | Office (years) | Records Center (years) | Records Disposition | Vital Record                                                                                                                                    |
|                           |          | MV TRANSIT                                                            |          |                       |                |                        |                     |                                                                                                                                                 |
| MV-1                      |          | Trapeze DOS Data                                                      | E        | Public Transportation | c+3            |                        | X                   | See Appendix C, Alaska Department of Health & Social Services Privacy and Security Procedures for Grantees. Procedure #4, Retention of Records. |
| MV-2                      |          | Trapeze Data                                                          | E        | Public Transportation | c+3            |                        | X                   | See Appendix C, Alaska Department of Health & Social Services Privacy and Security Procedures for Grantees. Procedure #4, Retention of Records. |



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

| Department                | Division                                                              | Section | Phone #           | Dept. ID                 | Revision #          | Effective Date | Rel. Schd. Code                                            |
|---------------------------|-----------------------------------------------------------------------|---------|-------------------|--------------------------|---------------------|----------------|------------------------------------------------------------|
| Public Transportation     | All                                                                   | All     | 343-8402          | ALL                      | 1                   | 10/14/2008     | Page 1 of 7                                                |
| 1                         | 2                                                                     | 3       | 4                 | 5                        | 6                   | 7              |                                                            |
| Retention Schedule Item # | Record Series Title and Description of records included in the series | ERec    | Record Copy Dept. | Retention Period (years) | Records Disposition | Vital Record   | Retention Period Justification; Authorities; Remarks       |
|                           | OPERATIONS                                                            |         |                   |                          |                     |                |                                                            |
| OP-01                     | Accident Reports (Individual)                                         |         | RISK              | 1                        |                     |                | Per General Records, Personnel Admin, line 6.              |
| OP-02                     | Accident Review Board                                                 |         | MGMT              | 1                        |                     |                | Per General Records, Personnel Admin, line 6.              |
| OP-03                     | Attendance Reports (Ops & Maint)                                      |         | Pub               | Trans                    |                     |                | Per General Records, Personnel Admin, line 16.             |
| OP-04                     | Bus Dispatch Records                                                  |         | Pub               | Trans                    |                     |                | Per General Records, Personnel Admin, line 17.             |
| OP-05                     | Bus sign-in sheet, Maintenance                                        |         | Pub               | Trans                    |                     |                | Per General Records, Personnel Admin, line 16.             |
| OP-06                     | Bus Status Sheets                                                     |         | Pub               | Trans                    |                     |                | Per General Records Procurement, Leasing, Property line 7. |
| OP-07                     | Bus Stop Signs                                                        |         | Pub               | Trans                    |                     |                | Per General Records, Info Tech, line 7.                    |
| OP-08                     | Defect Cards                                                          |         | Pub               | Trans                    |                     |                | Per General Records, Office Admin, line 17.                |
| OP-09                     | DISPATCH SHEETS, WORKING COPIES                                       |         | Pub               | Trans                    |                     |                | Per the MOA General Records, Office Admin 2, line 20       |
| OP-10                     | EMPLOYEE MERIT AWARDS                                                 |         | Pub               | Trans                    |                     |                | Per the MOA General Records, Office Admin, line 16.        |
| OP-11                     | Employee Photos                                                       |         | ee                | Relatio                  |                     |                | Per General Records, Info Tech, line 7.                    |
| OP-12                     | EVENT LOG                                                             |         | Pub               | Trans                    |                     |                | Per General Records, Office Admin, line 15.                |
| OP-13                     | Operations Subject Files                                              |         | Pub               | Trans                    |                     |                | Per General Records, Office Admin, line 17.                |
| OP-14                     | Route Files                                                           |         | Pub               | Trans                    |                     |                | Per General Records, Office Admin, line 1.                 |
| OP-15                     | Safety, Training                                                      |         | Pub               | Trans                    |                     |                | Per General Records, Personnel Admin, line 7.              |
| OP-16                     | Vehicle Sign Out                                                      |         | Pub               | Trans                    |                     |                | Per General Records, Office Admin, line 17.                |



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

| Department                | Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Section | Phone #               | Dept. ID       | Revision #             | Effective Date      | Page of      | Ret. Sched. Code                                                                                                                                                                                                                                     |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------|----------------|------------------------|---------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Transportation     | All                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | All     | 343-8402              | ALL            | 1                      | 10/14/2008          |              |                                                                                                                                                                                                                                                      |
| 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) | Records Disposition | Viol. Record | Retention Period Justification; Authorities; Remarks                                                                                                                                                                                                 |
| P-01                      | PERSONNEL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |                       |                |                        |                     |              |                                                                                                                                                                                                                                                      |
| P-02                      | CLASSIFICATION SPECIFICATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         | ER                    | 2              |                        |                     |              | Per General MOA Records, Personnel Admin, line 2.                                                                                                                                                                                                    |
|                           | GRIEVANCES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         | LABOR REL             | ACT + 5        |                        |                     |              | Per General MOA Records, Personnel Admin, line 10.                                                                                                                                                                                                   |
|                           | Individual Personnel Files<br>May include applications, resumes, personnel actions, performance evaluations, copies of applications for insurance and benefits, and training records. Must include date of hire and retire documentation and date and cause of termination or suspension.                                                                                                                                                                                                                                                                                              |         |                       |                |                        |                     |              | Departments forward to Employee Relations after employee terminates ER maintains Record Copy for 50 years Confidential per AS 39.25.080 & 2 AAC 7.910(c).<br>8 AAC 85.020 requires hire and termination documentation. SoAGARRS #100.2 item 100, 101 |
| P-03                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |                       | T + 50         |                        | X                   |              |                                                                                                                                                                                                                                                      |
| P-04                      | Payroll Processing Back-up Documentation:<br>For each pay period, to include, but not limited to: Timesheets, Overtime slips, Leave Requests, Leave Cash In Request forms, Acting Pay forms, Earnings Adjustments – military, court, etc., Leave Adjustments, Prior Period Adjustments, Retroactive Pay worksheets Error reports from Time and Labor, Query results, Payroll Processing Checklist, Employee Transfer Check off Lists Mileage Reimbursement forms, Allowance documentation – cell phone stipends, clothing, etc., Off Cycle Check Requests, Override Rate justification |         | Public Transp oration |                |                        |                     |              | Per the MOA General Record, General Accounting, line 21.                                                                                                                                                                                             |
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |                       | G+1            | 3                      | X                   |              |                                                                                                                                                                                                                                                      |
| P-05                      | POSITION DESCRIPTIONS, P1, P2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         | RESO URCE DEV         | 2              |                        | X                   |              | Per General MOA Records, Personnel Admin, line 3.                                                                                                                                                                                                    |
| P-06                      | VACANT POSITION ANNOUNCEMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | E       | RESO URCE DEV         | C              |                        | X                   |              | Per General MOA Records                                                                                                                                                                                                                              |



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

| Department                | Division                                                                                                                                                  | Section | Phone #        | Dept. ID               | Revision #             | Effective Date      | Page of      | Ret. Sched. Code                                     |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------|------------------------|------------------------|---------------------|--------------|------------------------------------------------------|
| Public Transportation     | All                                                                                                                                                       | All     | 343-8402       | ALL                    | 1                      | 10/14/2008          |              |                                                      |
| 1                         | 2                                                                                                                                                         | 2a      | 3              | 4                      | 5                      | 6                   | 7            |                                                      |
| Retention Schedule Item # | Record Series Title and Description of records included in the series                                                                                     |         | ERec           | Records Office (years) | Records Center (years) | Records Disposition | Vital Record | Retention Period Justification; Authorities; Remarks |
|                           | PLANNING                                                                                                                                                  |         |                |                        |                        |                     |              |                                                      |
| PL-1                      | MAPS, PLANS & DRAWINGS Fileset documents topographic features, structures, etc. for transportation area. Includes route maps, service area polygons, etc. |         | Plannin<br>E g | ACT                    |                        | X                   |              | Per the MOA General Records, Office Admin, line 1.   |



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

| Department                | Division                                                              | Section | Phone #           | Dept. ID       | Revision #             | Effective Date      | Page of      | Ret. Sched. Code                                                                                                                                |
|---------------------------|-----------------------------------------------------------------------|---------|-------------------|----------------|------------------------|---------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Transportation     | All                                                                   | All     | 343-8402          | ALL            | 1                      | 10/14/2008          |              |                                                                                                                                                 |
| 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) | Records Disposition | Vital Record | Retention Period Justification; Authorities; Remarks                                                                                            |
|                           | SHARE-A-RIDE                                                          |         |                   |                |                        |                     |              |                                                                                                                                                 |
| SAR-1                     | CARPOOL APPLICANT FILE                                                |         | Share-A-Ride      | C+1            | 2                      | X                   |              | See Appendix C, Alaska Department of Health & Social Services Privacy and Security Procedures for Grantees, Procedure #4, Retention of Records. |
| SAR-2                     | Employer Sponsored Pass (ESP)                                         | E       | Share-A-Ride      | ACT            |                        | X                   |              | Per General Records, Office Admin, line 16.                                                                                                     |



# 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                                                                                                                                                                                                                                                                                                                                 |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------|----------------|------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Transportation     | All                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | All                                                                   | 343-8402         | ALL            | 1                      | 10/14/2008          |                                                                                                                                                                                                                                                                                                                                                  |
| 1                         | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Record Series Title and Description of records included in the series | 3                | 4              | 5                      | 6                   | 7                                                                                                                                                                                                                                                                                                                                                |
| Retention Schedule Item # | 2a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ERec                                                                  | Record Copy Dep. | Office (years) | Records Center (years) | Records Disposition | Vital Record                                                                                                                                                                                                                                                                                                                                     |
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                       |                  |                |                        |                     |                                                                                                                                                                                                                                                                                                                                                  |
| IT-1                      | Bus Stop Signs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | IT                                                                    | Pub Trans        | SUP            | X                      |                     |                                                                                                                                                                                                                                                                                                                                                  |
| IT-2                      | COMPUTER SYSTEM - (Backup Tapes) (Documentation File)<br>Documentation file may include: program/system documentation, wiring records (specifications/drawings of building, cables or computer hardware connections) application software licenses/agreements, data systems and file specifications, security information (access requests/authorizations/flags, passwords), disaster recovery procedures, user guides, usage/inventory reports, backup procedures; and, Worldwide Web<br>page data, statistics and other development materials utilized in the creation/maintenance of Local Governing Body's Internet site. Includes TeleDriver, TeleDriver Optional Modules, TeleRider, Trapeze PASS products, Ridepro, Drive Cam, DataPoint, InfoPoint, Sched21. |                                                                       | Pub Trans        | SUP + 3        | X                      |                     | Backup tapes are stored offsite for security. Tapes are related according to established IT procedures. Retain documentation file until obsolete, superceded or administrative need is met. System related data should be retained until the system is obsolete or replaced. SOA, Local Government General Records Retention Schedule, #300 IT-1 |
| IT-3                      | Computer Fixed Asset Files - Agency copies of controlled property management reports, property tag register, excess property reports, property transfer documents and related correspondence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       | Pub Trans        | C + 3          | X                      |                     | Retain 3 years. SOA, Local Government General Records Retention Schedule #300, GO-8.                                                                                                                                                                                                                                                             |
| IT-4                      | PEOPLEMOVER.ORG (ELECTRONIC) This series consists of Web page data, program/system documentation with backup, statistics and other development materials utilized in the creation/maintenance of departmental web pages.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | E                                                                     | Pub Trans        | C              | INDEF                  |                     | Retain until obsolete, superceded or administrative/management need is met, then review for permanent retention. Backup tapes are stored offsite for security. Tapes are related according to established MOA IT backup procedures. SOA, Local Government General Records Retention Schedule, #300GO19.                                          |
| IT-5                      | AUTOMATIC DATA PROCESSING & ELECTRONIC DATA PROCESSING MEDIA Office copies of magnetic cards/tapes/diskettes and other media used for communicating with data processing equipment or as preliminary input, temporary storage, output control which serves as an intermediate means for the production of printouts, Computer-Output Microfiche (COM) or online data.                                                                                                                                                                                                                                                                                                                                                                                                | E                                                                     | Pub Trans        | C              |                        | P                   | Retain until obsolete, superceded or administrative/management need is met. Refer also to Information technology. SOA, Local Government General Records Retention Schedule, #300 GO19.                                                                                                                                                           |

\*SOA, Local Government General Records Retention Schedule, #300



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

|            |          |         |          |          |            |                |                             |
|------------|----------|---------|----------|----------|------------|----------------|-----------------------------|
| Department | Division | Section | Phone #  | Dept. ID | Revision # | Effective Date | Records Management Use Only |
| APD        | All      | All     | 786-8595 | All      | 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                | Robert Heun                                                                                                                                                                | <i>Robert Heun</i>        | 9/24/08 |
| Agency Records Coordinator | Randall Carroll                                                                                                                                                            | <i>RD Randall Carroll</i> | 9/24/08 |
| Records Management Officer | Fred Carpenter                                                                                                                                                             |                           |         |
| Archivist                  | Toby Allen                                                                                                                                                                 |                           |         |
| Clerk                      | Barbara Gruenstein                                                                                                                                                         |                           |         |
| Controller                 | Teresa Petersen                                                                                                                                                            |                           |         |
| Internal Auditor           | Peter Raiskums                                                                                                                                                             |                           |         |
| 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. |                           |         |

[illegible]

### Retention Codes

(for use with 4 above.)

**C = Current/Created Year**

**A = Audit Year**

# = Number of years

H = (Nominale) Uly  
P = Permanent

**Material = I**  
**potensial = I**

I = terminated  
ACT = Active

ACT = Active  
SIP = Superseded

UN = UN  
sup = sup

**Examples:**

**C+2 = Current Year + 2 years**

$$C+A+1 = \text{Current}$$

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.

Records Center Column 5 Records Disposition: Place "X" in the column that describes the disposition for the records series. If final disposition is "Other", ie.: 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 justification in the Work Business Community Field.

[illegible]

Form 91-042A page 3 (rev. 07.1/2008)

Form 91-042A page 2 (rev. 07.1/2008)

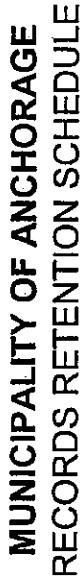
[illegible]

[illegible]

Form 91-042A page 2 (rev. 07.1/2008)



Form 91-042A page 2 (rev. 07.1/2008)



Form 91-042A page 2 (rev. 07.1/2008)



[illegible]

[illegible]

Form 91-042A page 2 (rev. 07.1/2008)



# 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 |
|------------|----------------|----------------|----------|----------|------------|----------------|------------------|
| APD        | Administration | Administration | 786-8595 | 4840     | 1          | 10/14/2008     | 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 | Ret. Sched. Code |
|------------|----------------|----------------|----------|----------|------------|----------------|------------------|
| APD        | Administration | Administration | 786-8595 | 4840     |            | 9/11/1986      |                  |

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:

computer systems have changed - using electronic format to retain information

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. |
|---------------------------|-----------------------------------------------------------------------|-------|---------|-----------------------------------------------------|
| 2                         | shift rosters                                                         |       | X       | not kept within administration                      |
| 3                         | rules manual                                                          |       | X       | combined with procedural instructions manual        |
| 9                         | daily activity reports                                                |       | X       | no longer used                                      |
| 12                        | video logs/intoximeter logs                                           |       | X       |                                                     |
| 15                        | investigation reports                                                 |       | X       |                                                     |
| 17                        | B20 applications software                                             |       | X       | computer program no longer used                     |
| 18                        | B1000 data backup/operating system                                    |       | X       | computer program no longer used                     |
| 19                        | B1000 system software                                                 |       | X       | computer program no longer used                     |
| 28                        | LEIS Data entry operating procedure                                   |       | X       | computer program no longer used for data entry      |
| 30                        | LEIS User procedures                                                  |       | X       | computer program no longer used                     |

# 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 | Page 2 of | Ref. Sched. Code |
|-----------------------------------------|-----------------------------------------------------------------------|----------------|----------|-----------------------------------------------------|------------|----------------|-----------|------------------|
| APD                                     | Administration                                                        | Administration | 786-8595 | 4840                                                | 0          | 10/14/2008     |           |                  |
| 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. |            |                |           |                  |
| 31                                      | time book                                                             |                | x        | kept in personnel                                   |            |                |           |                  |
| 32                                      | CAD/LEIS Project Files                                                |                | x        | computer program no longer used                     |            |                |           |                  |
| 33                                      | CAD/LEIS Specifications                                               |                | x        | computer program no longer used                     |            |                |           |                  |
| 34                                      | PLIMS Project files                                                   |                | x        | computer program no longer used                     |            |                |           |                  |
| 35                                      | PLIMS Specifications                                                  |                | x        | computer program no longer used                     |            |                |           |                  |
| 38                                      | case files                                                            |                | x        | removed/added to Internal affairs                   |            |                |           |                  |
| 39                                      | monthly/annual reports                                                |                | x        | added to a different section                        |            |                |           |                  |
| 40                                      | personnel files                                                       |                | x        | sent to personnel within department                 |            |                |           |                  |
| 41                                      | reference material                                                    |                | x        |                                                     |            |                |           |                  |
| 42                                      | correspondence                                                        |                | x        |                                                     |            |                |           |                  |
| 43                                      | travel authorization/requests                                         |                | x        | see fiscal page                                     |            |                |           |                  |
| 44                                      | vouchers, invoices, vendor files                                      |                | x        | see fiscal page                                     |            |                |           |                  |
| 45                                      | purchase orders, requisitions                                         |                | x        | see fiscal page                                     |            |                |           |                  |
| 46                                      | contracts and agreements                                              |                | x        | see fiscal page                                     |            |                |           |                  |
| 47                                      | cash receipt coles/register tape                                      |                | x        | see fiscal page                                     |            |                |           |                  |
| 48                                      | budget work sheets                                                    |                | x        | see fiscal page                                     |            |                |           |                  |
| 49                                      | pawn cards                                                            |                | x        | no longer used                                      |            |                |           |                  |
| 50                                      | arrest/photo files                                                    |                | x        | under patrol                                        |            |                |           |                  |
| 51                                      | working case files                                                    |                |          | under patrol                                        |            |                |           |                  |
| 52                                      | training files                                                        |                | x        | see dispatch page                                   |            |                |           |                  |
| 53                                      | radio log                                                             |                | x        | see dispatch page                                   |            |                |           |                  |
| 54                                      | 911 log                                                               |                | x        | see dispatch page                                   |            |                |           |                  |

# 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. Sched. Code |
|-----------------------------------------|-----------------------------------------------------------------------|----------------|----------|----------|-----------------------------------------------------|----------------|------------------|
| APD                                     | Administration                                                        | Administration | 78608594 | 4840     | 0                                                   | 10/14/2008     | Page 3 of        |
| 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. |                |                  |
| 55                                      | fingerprint cards                                                     |                |          | x        | see crime lab page                                  |                |                  |
| 56                                      | latent print cards                                                    |                |          | x        | see crime lab page                                  |                |                  |
| 57                                      | photo files                                                           |                |          | x        | see crime lab page                                  |                |                  |
| 58                                      | case files                                                            |                |          | x        | see evidence page                                   |                |                  |
| 59                                      | uniform and equipment files                                           |                |          | x        | see evidence page                                   |                |                  |
| 60                                      | licensed liquor establishments                                        |                |          | x        | see records page                                    |                |                  |
| 61                                      | private detective; masseurs/mass                                      |                |          | x        |                                                     |                |                  |
| 62                                      | pawn brokers                                                          |                |          | x        |                                                     |                |                  |
| 63                                      | case files                                                            |                |          | x        | see records page                                    |                |                  |
| 64                                      | dispatch cards                                                        |                |          | x        | no longer used                                      |                |                  |
| 65                                      | bike licenses                                                         |                |          | x        | no longer received from public                      |                |                  |
| 66                                      | computer purges                                                       |                |          | x        | see records page                                    |                |                  |
| 67                                      | monthly statistical reports                                           |                |          | x        |                                                     |                |                  |
| 68                                      | false alarm registration                                              |                |          | x        | now under dispatch                                  |                |                  |
| 69                                      | employee files                                                        |                |          | x        | see personnel page                                  |                |                  |
| 70                                      | payroll documents                                                     |                |          | x        | see personnel page                                  |                |                  |
| 71                                      | sworn employee training file                                          |                |          | x        | see training page                                   |                |                  |
| 72                                      | pre-hire employment files                                             |                |          | x        | see background page                                 |                |                  |
| 73                                      | curriculum/lesson plans                                               |                |          | x        | see training page                                   |                |                  |
| 74                                      | crimestoppers case files                                              |                |          | x        | see crime stoppers page                             |                |                  |
| 75                                      | texas instrument case files                                           |                |          | x        | see crime stoppers page                             |                |                  |
| 76                                      | safe home case files                                                  |                |          | x        | see crime stoppers page                             |                |                  |
| 77                                      | school listian case files                                             |                |          | x        | see crime stoppers page                             |                |                  |

## **MUNICIPALITY OF ANCHORAGE**

## **Retention Schedule**

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 |
| APD        | Admin    | Admin   | 786-8594 | 4840     | 1          | 10/14/2008     |                  |

Use this Retention Schedule Update Log to provide supporting information about the changes to this version of the Retention Schedule from the

| Revised                                                                                                             | Est. 1-1-1 | Est. 2-1-1 | Est. 3-1-1 | Est. 4-1-1 | Est. 5-1-1 | Est. 6-1-1 | Est. 7-1-1 | Est. 8-1-1 | Est. 9-1-1 | Est. 10-1-1 | Est. 11-1-1 | Est. 12-1-1 | Est. 13-1-1 | Est. 14-1-1 | Est. 15-1-1 | Est. 16-1-1 | Est. 17-1-1 | Est. 18-1-1 | Est. 19-1-1 | Est. 20-1-1 | Est. 21-1-1 | Est. 22-1-1 | Est. 23-1-1 | Est. 24-1-1 | Est. 25-1-1 | Est. 26-1-1 | Est. 27-1-1 | Est. 28-1-1 | Est. 29-1-1 | Est. 30-1-1 | Est. 31-1-1 | Est. 32-1-1 | Est. 33-1-1 | Est. 34-1-1 | Est. 35-1-1 | Est. 36-1-1 | Est. 37-1-1 | Est. 38-1-1 | Est. 39-1-1 | Est. 40-1-1 | Est. 41-1-1 | Est. 42-1-1 | Est. 43-1-1 | Est. 44-1-1 | Est. 45-1-1 | Est. 46-1-1 | Est. 47-1-1 | Est. 48-1-1 | Est. 49-1-1 | Est. 50-1-1 | Est. 51-1-1 | Est. 52-1-1 | Est. 53-1-1 | Est. 54-1-1 | Est. 55-1-1 | Est. 56-1-1 | Est. 57-1-1 | Est. 58-1-1 | Est. 59-1-1 | Est. 60-1-1 | Est. 61-1-1 | Est. 62-1-1 | Est. 63-1-1 | Est. 64-1-1 | Est. 65-1-1 | Est. 66-1-1 | Est. 67-1-1 | Est. 68-1-1 | Est. 69-1-1 | Est. 70-1-1 | Est. 71-1-1 | Est. 72-1-1 | Est. 73-1-1 | Est. 74-1-1 | Est. 75-1-1 | Est. 76-1-1 | Est. 77-1-1 | Est. 78-1-1 | Est. 79-1-1 | Est. 80-1-1 | Est. 81-1-1 | Est. 82-1-1 | Est. 83-1-1 | Est. 84-1-1 | Est. 85-1-1 | Est. 86-1-1 | Est. 87-1-1 | Est. 88-1-1 | Est. 89-1-1 | Est. 90-1-1 | Est. 91-1-1 | Est. 92-1-1 | Est. 93-1-1 | Est. 94-1-1 | Est. 95-1-1 | Est. 96-1-1 | Est. 97-1-1 | Est. 98-1-1 | Est. 99-1-1 | Est. 100-1-1 |
|---------------------------------------------------------------------------------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| 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 |
|------------|----------|---------|---------|----------|------------|----------------|------------------|
|            |          |         |         |          |            | 9/11/1986      |                  |

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

Supporting Narrative: Enter narrative here

| Retention | Record Series Title and | 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 |
|-----------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|-----------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Schedule Item # | Description of records included in the series | Added | Removed | Explanation of the added or deleted records series. |
|-----------------|-----------------------------------------------|-------|---------|-----------------------------------------------------|
| 78              | newspaper clippings books                     |       | x       | see crime stopper page                              |
| 79              | bicycle registration cards                    |       | x       | no longer used                                      |
| 80              | commerial security surveys                    |       | x       | see crime stopper page                              |
| 81              | fatality accident reports                     |       | x       | see trafifice page                                  |
| 82              | radar certification                           |       | x       | see trafifice page                                  |
| 83              | video tapes (fatal accidents)                 |       | x       | see trafifice page                                  |
| 84              | daily activity report                         |       | x       | see trafifice page                                  |
| 85              | k-9 daily activity reports                    |       | x       | see k-9 page                                        |
| 86              | k-9 training records                          |       | x       | see k-9 page                                        |
| 87              | training/equipment issue                      |       | x       | see patrol                                          |

## Retention Schedule

| Department                                                                                  | Division | Unit |
|---------------------------------------------------------------------------------------------|----------|------|
| Enter the Retention Schedule information below exactly as it appears on the Signature Page. |          |      |

|                                         |                         |          |       |         |       |         |          |          |      |            |   |                |            |                    |  |
|-----------------------------------------|-------------------------|----------|-------|---------|-------|---------|----------|----------|------|------------|---|----------------|------------|--------------------|--|
| Department                              | APD                     | Division | admin | Section | admin | Phone # | 786-8595 | Dept. ID | 4840 | Revision # | 0 | Effective Date | 10/14/2008 | Rel. Schedule Code |  |
| Retention Schedule Update Log continued |                         |          |       |         |       |         |          |          |      |            |   |                |            |                    |  |
| Retention                               | Record Series Title and |          |       |         |       |         |          |          |      |            |   |                |            |                    |  |

[illegible]

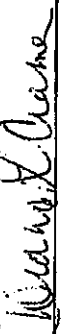
|                                                                                  |                |                                                                 |          |          |            |                                                                                   |             |
|----------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------|----------|----------|------------|-----------------------------------------------------------------------------------|-------------|
|  |                | <b>MUNICIPALITY OF ANCHORAGE<br/>RECORDS RETENTION SCHEDULE</b> |          |          |            |  |             |
| Department                                                                       | Division       | Section                                                         | Phone #  | Dept. ID | Revision # | Effective Date                                                                    | Page 1 of 1 |
| Parks & Recreation                                                               | Administration | 0                                                               | 343-4355 | 5501     | 1          | 12/2/2008                                                                         |             |

**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                | Jeff Dillon, Director         |  | 10/22/2008 |
| Agency Records Coordinator | Elizabeth Stanley             |  | 10/22/2008 |
| Records Management Officer | Diana Cramer / Fred Carpenter |  | 10/22/2008 |
| Archivist                  | Toby Allen                    |                                                                                   |            |
| Clerk                      | Barbara Gruenstein            |                                                                                   |            |
| Controller                 | Teresa Peterson               |                                                                                   |            |
| Internal Auditor           | Peter Raiskums                |                                                                                   |            |

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                                                                                                                               |
|--------------------|----------------|----------------------------------------------------------------------------------------------------------|----------|------------------------|------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Parks & Recreation | Administration | All                                                                                                      | 343-4355 | 5501                   | 1                      | 12/2/2008      | Page 1 of 3                                                                                                                                    |
| 1                  | 2              | Record Series Title and Description of records included in the series                                    | 3        | 4                      | 5                      | 6              | 7                                                                                                                                              |
| 1                  | 1              | Payroll, timesheets, work schedules, leave slips, overtime slips, mileage forms, pertinent payroll recs. | ERec     | Records Center (years) | Records Center (years) | Hist. Archive  | Vital Record                                                                                                                                   |
| 2                  | 2              | Agency personnel files                                                                                   | P&R      | C+1                    | 9                      | X              | MOA Policy, PAY-1-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                                                   |
| 3                  | 3              | Recruitment, selection & appointment                                                                     | P&R      | Act                    |                        | *              | HRM-1-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001; *files are forwarded to Employee Relations after termination |
| 4                  | 4              | Position descriptions                                                                                    | P&R      | C+1                    | 4                      | X              | HRM-3-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                                                               |
| 5                  | 5              | Budget workpapers for operating and capital budgets                                                      | P&R      | IND                    |                        | X              | HRM-8-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                                                               |
| 6                  | 6              | Final approved budget                                                                                    | P&R      | C+1                    | 3                      | X              | AF-3-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                                                                |
| 7                  | 7              | Financial reports - annual                                                                               | P&R      | P                      |                        |                | AF-3-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                                                                |
| 8                  | 8              | Other accounting and financial management records                                                        | P&R      | P                      |                        |                | AF-4-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                                                                |
| 9                  | 9              | Audit and management reports                                                                             | P&R      | IND                    | X                      |                | AF-4-Alaska Local Gov't. General Records Retention Schedule # 300. Maintain until administrative need met                                      |
| 10                 | 10             | Capital improvement project records                                                                      | P&R      | P                      |                        |                | GO-4-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                                                                |
| 11                 | 11             | Contract and agreement administration                                                                    | P&R      | T                      | 6                      | X              | PZC-9-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                                                               |
|                    |                |                                                                                                          | P&R      | T                      | 3                      | X              | PCG-2-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                                                               |

## 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", ie.: 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.



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Form 91-042A

| Department                |                                                                                        | Division          | Section        | Phone #                | Dept. ID                                           | Revision #   | Effective Date                                                                                          | Page 2 of 3 |
|---------------------------|----------------------------------------------------------------------------------------|-------------------|----------------|------------------------|----------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------|-------------|
| Parks & Recreation        |                                                                                        | Administration    | All            | 343-4355               | 5501                                               |              | 12/2/2008                                                                                               |             |
| 1                         | 2                                                                                      | 3                 | 4              | 5                      | 6                                                  | 7            | Retention Period Justification; Authorities; Remarks                                                    |             |
| Retention Schedule Item # | Record Series Title and Description of records included in the series                  | Record Copy Dept. | Office (years) | Records Center (years) | Records Disposition: Destroy, Hist. Archive, Other | Vital Record |                                                                                                         |             |
| 12                        | Grant administration files                                                             | P&R               | T              | 3                      | X                                                  |              | PCG-3                                                                                                   |             |
| 13                        | Correspondence, general/routine                                                        | P&R               | C              | 3                      | X                                                  |              | GO-1                                                                                                    |             |
| 14                        | Correspondence, special                                                                | P&R               | C              | 5                      | X                                                  |              | GO-1                                                                                                    |             |
| 15                        | Reading files                                                                          | P&R               | C              | 1                      | X                                                  |              | GO-2                                                                                                    |             |
| 16                        | Permits and alcohol waivers                                                            | P&R               | C              | 5                      | X                                                  |              | PR-3                                                                                                    |             |
| 17                        | Use agreements                                                                         | P&R               | C              | P                      |                                                    |              | PR-3                                                                                                    |             |
| 18                        | Program registrations                                                                  | P&R               | C              | 3                      | X                                                  |              | PR-1                                                                                                    |             |
| 19                        | Facility revenue and attendance records                                                | P&R               | C              | 3                      | X                                                  |              | PR-1                                                                                                    |             |
| 20                        | Agency policies and procedures                                                         | OMB               | P              | P                      |                                                    |              | GO-3-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                         |             |
| 21                        | Accounts payable/receivable, purchase orders, requisitions, general accounting records | AP                | C+1            | 3                      | X                                                  |              | AF-1, PCG-1-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001; A&P Retention   |             |
| 22                        | Cash receipts and cash management records                                              | AR                | C+1            | 3                      | X                                                  |              | AF-9-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                         |             |
| 23                        | Travel authorizations and trip reports/reconciliations                                 | AP                | C+1            | 3                      | X                                                  |              | AF-2-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001; A&P Retention Schedule |             |
| 24                        | Property control, equipment inventory, equipment records                               | P&R               | ACT            | 4                      | X                                                  |              | GO-8-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                         |             |
| 25                        | News releases, public information                                                      | P&R               |                | P                      |                                                    |              | GO-15-Alaska Local Gov't. General Records Retention Schedule No. 300, Sept. 2001                        |             |
| 26                        | Complaints                                                                             | P&R               | C              | 3                      | X                                                  |              | MOA policy                                                                                              |             |
| 27                        | Incident, injury & accident reports                                                    | RM                | ACT            | 6                      | X                                                  |              | GO-11-Alaska Local Gov't. General Records Retention Schedule No. 300. Retain 6 years after resolution.  |             |
| 28                        | Safety reports                                                                         | P&R               | SUP+3          |                        | X                                                  |              | MOA General Administrative RRS; General Office Admin Records # 21. Retain 3 years after superseded.     |             |
| 29                        | Parks & Recreation Commission                                                          | P&R               |                | P                      |                                                    |              | MOA policy                                                                                              |             |
| 30                        | Anchorage Assembly                                                                     | P&R               |                | P                      |                                                    |              | MOA policy                                                                                              |             |

[illegible]



# Records Retention Schedule - Update Log (Form 91-0428)

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |

[illegible]

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 | Ref. Sched. Code |
|--------------------|----------------|---------|----------|----------|------------|----------------|------------------|
| Parks & Recreation | Administration | All     | 343-4355 | 5501     | 1          | 12/2/2008      |                  |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 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 Serv. | Administration |         | 343-4355 | 5501     | 1          | interim 5/8/08 |                  |

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: | No items were added or removed; items were consolidated and/or renamed to reflect current needs and to conform with the categories in the State Local Government General Records Retention Schedule. |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Supporting Narrative:**

No items were added or removed; items were consolidated and/or renamed to reflect current needs and to conform with the categories in the State Local Government General Records Retention Schedule.

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.

[illegible]



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

|             |          |                |          |          |            |                |                             |
|-------------|----------|----------------|----------|----------|------------|----------------|-----------------------------|
| Department  | Division | Section        | Phone #  | Dept. ID | Revision # | Effective Date | Records Management Use Only |
| Finance     | Treasury | Administration | 343-6663 | 1341     | 1          |                |                             |
| Page 1 of 1 |          |                |          |          |            |                | Ret. Sched. Code            |

## 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                          | Sharon Weddleton                                                                                                                                                           | <i>Sharon Weddleton</i> | 10/16/08 |
| Agency Records Coordinator           | Virginia Gordon                                                                                                                                                            | <i>Virginia Gordon</i>  | 10-16-08 |
| Municipal Records Management Officer | Fred Carpenter                                                                                                                                                             |                         |          |
| Municipal Archivist                  | Toby Allen                                                                                                                                                                 |                         |          |
| Municipal Clerk                      | Barbara E. Gruenstein                                                                                                                                                      |                         |          |
| Controller                           | Teresa Paterson                                                                                                                                                            |                         |          |
| Internal Audit                       | Peter W. Raiskums                                                                                                                                                          |                         |          |
| 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        | Ret. Sched. Code                                                                                                                     |
| Finance                   | Treasury                                                                                                                                                                                                                                                                                                    | Administration        | 343-6663              | 1341                  | 1                     |                       |                                                                                                                                      |
| Page 1 of 1               |                                                                                                                                                                                                                                                                                                             |                       |                       |                       |                       |                       |                                                                                                                                      |
| 1                         | 2                                                                                                                                                                                                                                                                                                           | 3                     | 4                     | 5                     | 6                     | 7                     |                                                                                                                                      |
| Retention Schedule Item # | Record Series Title and Description of records included in the series                                                                                                                                                                                                                                       | Records Center (year) | Records Center (year) | Records Center (year) | Records Center (year) | Records Center (year) | Retention Period Justification; Authorities; Remarks                                                                                 |
| 1                         | Timecards, Leave Requests, & back-up material                                                                                                                                                                                                                                                               | Treasury C-4          | 0                     | X                     |                       | Y                     | Source of retention requirement is Municipality of Anchorage Operating Policy/Procedure 24-10                                        |
| 2                         | Legal Opinions, Decisions & Interpretations                                                                                                                                                                                                                                                                 | Treasury P            | 0                     |                       |                       | Y                     | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item 63             |
| 3                         | Trip Reports                                                                                                                                                                                                                                                                                                | Treasury 3            | 0                     | X                     |                       |                       | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item 23             |
| 4                         | Position Descriptions, P-1, P-2                                                                                                                                                                                                                                                                             | Treasury SUP          | 0                     | X                     |                       | Y                     | Maintain current version on site until superseded                                                                                    |
| 5                         | Agency Personnel Files                                                                                                                                                                                                                                                                                      | Treasury T            | 0                     |                       |                       | Y                     | Sand to HR Records after employee termination.                                                                                       |
| 6                         | Staff Meeting Minutes                                                                                                                                                                                                                                                                                       | Treasury 3            | 0                     | X                     |                       |                       | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item 66             |
| 9                         | Board or Commission or formal committee meeting minutes (Prefunding Board, MOA Trust Fund) where Treasury is primary support                                                                                                                                                                                | Treasury P            | 0                     |                       |                       | Y                     | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item 65             |
| 10                        | Board Meeting Materials, IAC & Pre-funding combination of hard copy & electronic meeting packet components                                                                                                                                                                                                  | Treasury P            | 0                     |                       |                       | Y                     | Hard copies and electronic components are retained or can be regenerated as needed                                                   |
| 11                        | MOA Trust Fund historical documents                                                                                                                                                                                                                                                                         | Treasury P            | 0                     |                       |                       | Y                     | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule                             |
| 12                        | Investment Consultant/Money Manager/Custodian performance - holdings reports, various reporting periods (i.e., monthly, quarterly, annual) MOA Trust and Prefunding Board. Primarily held in electronic form for regeneration as needed. Some older historical reports held in hard copy if not electronic. | Treasury P            | 0                     |                       |                       | Y                     |                                                                                                                                      |
| 13                        | Investment Management Contracts, Investment Consultant Contracts, Miscellaneous Department Contracts                                                                                                                                                                                                        | Treasury C-6          | 0                     | X                     |                       | Y                     | C=After contract is terminated. Per AS 09.10.050, contracts & leases must be retained six years after termination in electronic form |
| 14                        | P-Card reconciliation and back up materials                                                                                                                                                                                                                                                                 | Treasury C-4          | 0                     | X                     |                       |                       | MOA P&P 48-16, Section 7, b, (5)                                                                                                     |

Retention Codes  
(for use with 4 above.)  
C = Current Year  
A = Audit Year  
# = Number of years  
P = Permanent  
T = Terminated  
Examples:  
C+2 = Current Year + 2 years  
C+A+1 = Current Year + Audit year + 1 year  
5 = 5 years



MUNICIPALITY OF ANCHORAGE  
RECORDS RETENTION SCHEDULE

|            |          |                                   |          |          |            |                |                             |
|------------|----------|-----------------------------------|----------|----------|------------|----------------|-----------------------------|
| Department | Division | Section                           | Phone #  | Dept. ID | Revision # | Effective Date | Records Management Use Only |
| Finance    | Treasury | Accounts Receivable/Cash Receipts | 343-6675 | 1342A    | 1          |                | 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                          | Sharon Weddleton      |           | 10/16/08 |
| Agency Records Coordinator           | Sheena Davis          |           | 10/16/08 |
| Municipal Records Management Officer | Fred Carpenter        |           |          |
| Municipal Archivist                  | Toby Allen            |           |          |
| Municipal Clerk                      | Barbara E. Gruenstein |           |          |
| Controller                           | Teresa Peterson       |           |          |
| Internal Audit                       | Peter W. 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    | Page 1 of 1                                                                                                                                                             |
|------------|------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------|----------------|------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Finance    | Treasury                                                                                             | Accounts Receivable/Cash Receipts | 343-6675          | 1342A          | 1                      |                   |                                                                                                                                                                         |
| 1          | Retention Schedule Item #                                                                            | 2a                                | 3                 | 4              | 5                      | 6                 | 7                                                                                                                                                                       |
|            | Record Series Title and Description of records included in the series                                | Erec                              | Record Copy Dept. | Office (years) | Records Center (years) | Final Disposition | Vital Record                                                                                                                                                            |
|            |                                                                                                      |                                   |                   |                |                        | Micro-film        | Other                                                                                                                                                                   |
|            |                                                                                                      |                                   |                   |                |                        | Destroy           | Historical Archive                                                                                                                                                      |
| 1          | Original Cash Receipts and Supporting Documentation                                                  | N                                 | Treasury          | C+A            | 2                      | X                 | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item #27                                               |
| 2          | PSAR BFC'S and Invoices                                                                              | N                                 | Treasury          | C+A            | 2                      | X                 | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item #27                                               |
| 3          | PSAR Payments and Supporting Documentation                                                           | N                                 | Treasury          | C+A            | 2                      | X                 | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item #27                                               |
| 4          | Returned Check Activity                                                                              | N                                 | Treasury          | C+A            | 2                      | X                 | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item #28                                               |
| 5          | Misc. SME Files                                                                                      | N                                 | Treasury          | C              | 3                      | X                 | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item #27                                               |
| 6          | AR Supervisor Files - Meeting Agendas, Projects, Staffing Documents, Leave Slips, Vacation Planners. | N                                 | Treasury          | 3              |                        | X                 | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item #66                                               |
| 7          | AR Supervisor Files - Various Machine Contracts                                                      | N                                 | Treasury          | T+4            |                        | X                 | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item #52. Maintain 4 years after contract termination. |
| 8          | Voided Cash Receipts                                                                                 | N                                 | Treasury          | C+A            | 2                      | X                 | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item 27                                                |

## Retention Codes

(for use with 4 above.)

C = Current Year

A = Audit Year

# = Number of years

P = Permanent

T = Terminated

## Examples:

C+2 = Current Year + 2 years

C+A+1 = Current Year+Audit year+1 year

5 = 5 years



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

Records Management Use Only

|             |          |                                              |          |          |            |                |                |
|-------------|----------|----------------------------------------------|----------|----------|------------|----------------|----------------|
| Department  | Division | Section                                      | Phone #  | Dept. ID | Revision # | Effective Date | Ret/Schdl Code |
| Finance     | Treasury | Revenue Management/Delinquent Criminal Fines | 343-6683 | 1342B    | 1          |                |                |
| 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                          | Sharon Weddleton                                                                                                                                                           | <i>Sharon Weddleton</i> | 10/16/08 |
| Agency Records Coordinator           | Diana Lopez                                                                                                                                                                | <i>Diana Lopez</i>      | 10/16/08 |
| Municipal Records Management Officer | Fred Carpenter                                                                                                                                                             |                         |          |
| Municipal Archivist                  | Toby Allen                                                                                                                                                                 |                         |          |
| Municipal Clerk                      | Barbara E. Gruenstein                                                                                                                                                      |                         |          |
| Controller                           | Teresa Peterson                                                                                                                                                            |                         |          |
| Internal Audit                       | Peter W. Ralskums                                                                                                                                                          |                         |          |
|                                      |                                                                                                                                                                            |                         |          |
|                                      |                                                                                                                                                                            |                         |          |
| 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

For Records Center Use Only

| Department                      |                                                                                                                                                                                                        | Division | Section                                       | Phone #              | Dept. ID          | Revision #                   |                |                   |                  | Effective Date | Rel. Sched. Code                                                   |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------|----------------------|-------------------|------------------------------|----------------|-------------------|------------------|----------------|--------------------------------------------------------------------|
| Finance                         |                                                                                                                                                                                                        | Treasury | Revenue<br>Mngmt/Delinquent<br>Criminal Fines | 343-6683             | 1342B             | 1                            |                |                   |                  |                |                                                                    |
| 1                               | 2                                                                                                                                                                                                      | 2a       |                                               | 3                    | 4                 | 5                            | 6              | 7                 |                  |                |                                                                    |
| Retention<br>Schedule<br>Item # | Record Series Title and<br>Description of records included in the series                                                                                                                               |          | ERec                                          | Record Copy<br>Dept. | Office<br>(years) | Records<br>Center<br>(years) | Micro-<br>film | Final Disposition | Hist.<br>Archive | Other          | Vital<br>Record                                                    |
| 1                               | Legal Actions: Small Claims, Restitution, Bankruptcy<br>case files Includes: Wage and Banksweep<br>Garnishment Writs and Payment Plans                                                                 |          |                                               | Treasury             | C+2               | 7                            |                | X                 |                  |                | Statute of Limitation - Debt Collections                           |
| 2                               | Default Judgments: Criminal Fine & Indigent Defense<br>Reports                                                                                                                                         |          |                                               | Treasury             | C+2               | 7                            |                | X                 |                  |                | Statute of Limitation - Debt Collections                           |
| 3                               | EOM Statistical Reports: PSAR & DCF                                                                                                                                                                    |          |                                               | Treasury             | C+1               | 6                            |                | X                 |                  |                |                                                                    |
| 4                               | Batch Reports: LRU Transaction History Posting<br>Reports, Alaska Court System Transmittal Reports,<br>Production Reports                                                                              |          |                                               | Treasury             | C+1               | 6                            |                | X                 |                  |                | Statute of Limitation - Debt Collections                           |
| 5                               | Uncollectible and Collectable Write-offs                                                                                                                                                               |          |                                               | Treasury             | C+1               | 4                            |                | X                 |                  |                | Provided by Municipal Assessor's Office- Statute of<br>Limitations |
| 6                               | Receivables: Dept. copy Cash Receipts/Journal<br>Entries: Official Payments, PFD Electronic Deposit,<br>Revenue Corrections/Collection Agency Monthly<br>Statements. Includes supporting documentation |          |                                               | Treasury             | C+1               | 5                            |                | X                 |                  |                |                                                                    |
| 7                               | Payables: Payment records to vendors for services<br>and refunds to defendants                                                                                                                         |          |                                               | Treasury             | C+1               | 3                            |                | X                 |                  |                |                                                                    |
| 8                               | Municipal Traffic Citations and Code Enforcement                                                                                                                                                       |          |                                               | Treasury             | C+1               | 2                            |                | X                 |                  |                |                                                                    |
| 9                               | Closed Correspondence: Includes Collection Agency<br>Remittance, Cancellations, Assignments and<br>departmental correspondence                                                                         |          |                                               | Treasury             | C+1               | 2                            |                | X                 |                  |                |                                                                    |
| 10                              | Account Maintenance: DCF Adjustments, Late Fee<br>Waivers, Tax Certificate Research                                                                                                                    |          |                                               | Treasury             | C+1               | 2                            |                | X                 |                  |                |                                                                    |

## Retention Codes

(for use with 4 above.)

C = Current Year

A = Audit Year

# = Number of years

P = Permanent

T = Terminated

## Examples:

C+2 = Current Year + 2 years

C+A+1 = Current Year+Audit year+1 year

5 = 5 years



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

|             |          |                    |          |          |            |                |                             |
|-------------|----------|--------------------|----------|----------|------------|----------------|-----------------------------|
| Department  | Division | Section            | Phone #  | Dept. ID | Revision # | Effective Date | Records Management Use Only |
| Finance     | Treasury | Revenue Management | 343-6663 | 1342C    | 1          |                | Ret. Sched. Code            |
| 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                          | Sharon Weddleton                                                                                                                                                           | <i>Sharon Weddleton</i> | 10/16/08 |
| Agency Records Coordinator           | Virginia Gordon                                                                                                                                                            | <i>Virginia Gordon</i>  | 10-16-08 |
| Municipal Records Management Officer | Fred Carpenter                                                                                                                                                             |                         |          |
| Municipal Archivist                  | Toby Allen                                                                                                                                                                 |                         |          |
| Municipal Clerk                      | Barbara E. Gruenstein                                                                                                                                                      |                         |          |
| Controller                           | Teresa Peterson                                                                                                                                                            |                         |          |
| Internal Audit                       | 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

For Record Center Use Only

| Department                | Division                                                                                                                                                                                                                                                                                                                      | Section            | Phone #                | Dept. ID               | Revision #             | Effective Date         | Ret. Sched. Code                                                                                                                                                                                                                                                      |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------|------------------------|------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Finance                   | Treasury                                                                                                                                                                                                                                                                                                                      | Revenue Management | 343-6663               | 1342C                  | 1                      |                        |                                                                                                                                                                                                                                                                       |
| Page 1 of 1               |                                                                                                                                                                                                                                                                                                                               |                    |                        |                        |                        |                        |                                                                                                                                                                                                                                                                       |
| 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.  | Records Center (years) | Records Center (years) | Records Center (years) | Records Center (years) | Retention Period Justification; Authorities; Remarks                                                                                                                                                                                                                  |
| 1                         | Room Tax Operator files: Application forms, Certificate of Registration copies, Original Tax Returns                                                                                                                                                                                                                          | Treasury           | Act+2                  | 5                      |                        | X                      | AMC 12.20.070 Operator is required to keep records for current year plus two. ACTIVE are retained in office +2 years, RETIRED to retention center per schedule.                                                                                                       |
| 2                         | Tobacco Licensee files and files for businesses issued Exemption Certificates, Application forms                                                                                                                                                                                                                              | Treasury           | Act+2                  | 5                      |                        | X                      | AMC 12.40.220 Licensee is required to keep records for three years. AS 43.50.130 requires preservation for three years, the additional five years in storage is for audit purposes. ACTIVE are retained in office +2 years, RETIRED to retention center per schedule. |
| 3                         | Rental Agency files and Rental Vehicle Tax returns, Application forms, Certificate of Registration copies.                                                                                                                                                                                                                    | Treasury           | Act+2                  | 5                      |                        | X                      | AMC 12.45.150 Agency is required to keep records for current year plus two, State of Alaska Retention Schedule 42907 Item 21 (destroys in 4 years). ACTIVE are retained in office +2 years, RETIRED to retention center per schedule.                                 |
| 4                         | Tobacco Tax Returns, Original Tax Returns & Supporting Schedules                                                                                                                                                                                                                                                              | Treasury           | C+3                    | 5                      |                        |                        | AMC 12.40.220 Licensee is required to keep records for three years, State of Alaska Retention Schedule 42907 Item 8 (destroys in 4 years)                                                                                                                             |
| 5                         | Audit files for Room Tax, Tobacco Tax, Rental Vehicle Tax, Audit Reports, Worksheets, Hearing Officer Administrative Hearing cases prepared by Treasury under AMC 12.20, AMC 12.40, or AMC 12.45; Appellant request for hearing, Case file prepared by Treasury, notes from the hearing, copy of the hearing Officer Decision | Treasury           | C+7                    | 0                      |                        | X                      | State of Alaska Retention Schedule 42907 Item 22                                                                                                                                                                                                                      |
| 7                         | E 911 Surcharge Returns                                                                                                                                                                                                                                                                                                       | Treasury           | Act+2                  | 5                      |                        | X                      |                                                                                                                                                                                                                                                                       |
| 8                         | Job applications and interview notes related to Cert Lists                                                                                                                                                                                                                                                                    | Treasury           | C+2                    | 0                      |                        | X                      |                                                                                                                                                                                                                                                                       |
| 9                         | Monthly Activity Reports                                                                                                                                                                                                                                                                                                      | Treasury           | C+5                    | 0                      |                        | X                      |                                                                                                                                                                                                                                                                       |
| 10                        | Posting Reports Room Tax & Rental Vehicle Tax                                                                                                                                                                                                                                                                                 | Treasury           | C+3                    | 0                      |                        | X                      |                                                                                                                                                                                                                                                                       |
| 11                        | Posting Reports Tobacco Tax                                                                                                                                                                                                                                                                                                   | Treasury           | C+3                    | 0                      |                        | X                      |                                                                                                                                                                                                                                                                       |
| 12                        | Tobacco Manufacturers Reports                                                                                                                                                                                                                                                                                                 | Treasury           | C+3                    | 0                      |                        | X                      |                                                                                                                                                                                                                                                                       |

Retention Codes  
(for use with 4 above.)

C = Current Year

A = Audit Year

# = Number of years

P = Permanent

T = Terminated

ACT = Active

Examples:

C+2 = Current

Year + 2 years

C+A+1 = Current

Year+Audit year+1 year

5 = 5 years



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

|             |          |         |          |          |            |                |                             |
|-------------|----------|---------|----------|----------|------------|----------------|-----------------------------|
| Department  | Division | Section | Phone #  | Dept. ID | Revision # | Effective Date | Records Management Use Only |
| Finance     | Treasury | Taxes   | 343-6663 | 1346     | 1          |                | Ret. Sched. Code            |
| 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                          | Sharon Weddleton                                                                                                                                                           |           | 10/16/08 |
| Agency Records Coordinator           | Ivy Leoncio                                                                                                                                                                |           | 10/16/08 |
| Municipal Records Management Officer | Fred Carpenter                                                                                                                                                             |           |          |
| Municipal Archivist                  | Toby Allen                                                                                                                                                                 |           |          |
| Municipal Clerk                      | Barbara E. Gruenstein                                                                                                                                                      |           |          |
| Controller                           | Teresa Peterson                                                                                                                                                            |           |          |
| Internal Audit                       | 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

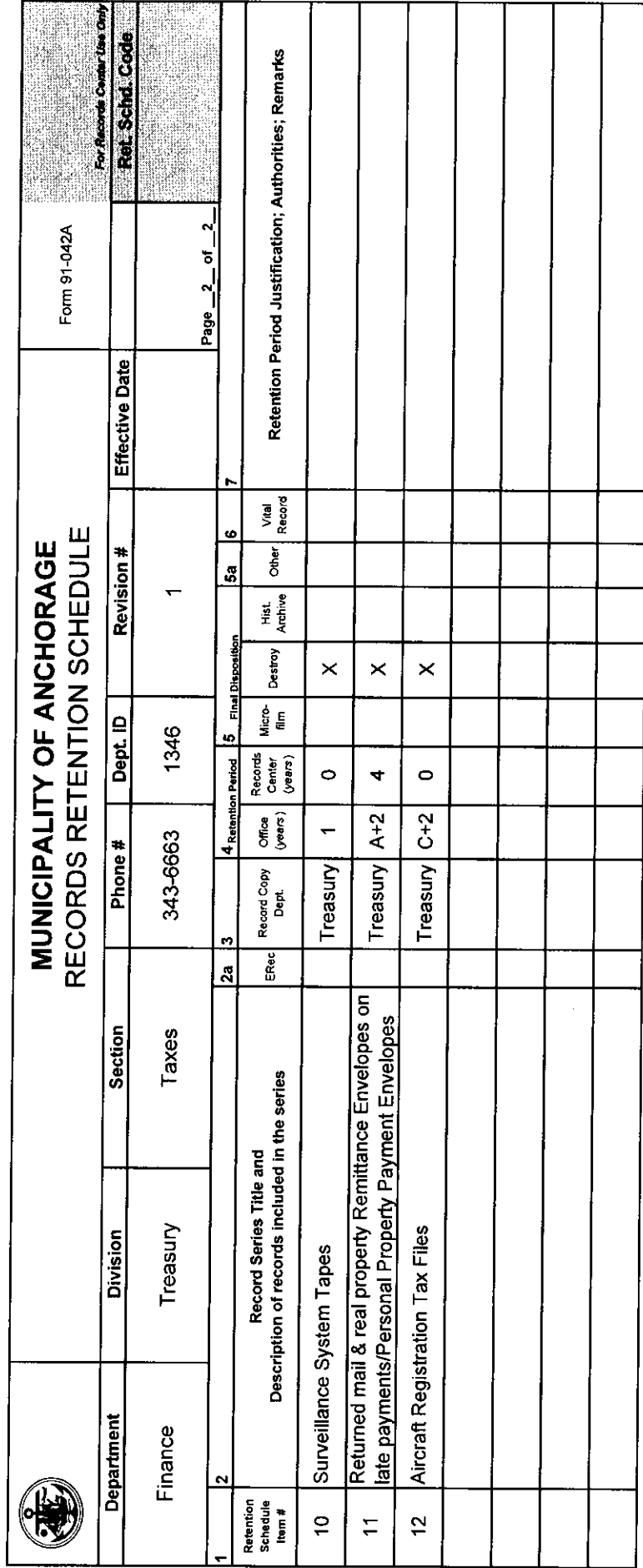
Form 91-042A

For Records Center Use Only

| Department                | Division                                                               | Section | Phone #           | Dept. ID       | Revision #             | Effective Date    | Ret. Sched. Code                   |
|---------------------------|------------------------------------------------------------------------|---------|-------------------|----------------|------------------------|-------------------|------------------------------------|
| Finance                   | Treasury                                                               | Taxes   | 343-6663          | 1346           | 1                      |                   |                                    |
| 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) | Final Disposition |                                    |
|                           |                                                                        |         |                   |                |                        | Micro-film        | Destroy                            |
|                           |                                                                        |         |                   |                |                        | Hist. Archive     | Vital Record                       |
|                           |                                                                        |         |                   |                |                        |                   |                                    |
| 1                         | Tax payment batches, Batch log and monthly transaction balance reports |         | Treasury          | A+2            | 4                      | X                 |                                    |
| 2                         | Tax certificates                                                       |         | Treasury          | A+2            | 0                      | X                 |                                    |
| 3                         | Adjustment research sheets/Supporting Documents/Assessor's Adjustments |         | Treasury          | 3              | 0                      | X                 |                                    |
| 4                         | Tax Refunds                                                            |         | Treasury          | A+2            | 2                      | X                 |                                    |
| 5                         | Tax billing Register Microfilm                                         |         | Treasury          | P              | 0                      |                   | X                                  |
| 6                         | Bankruptcy Reference Records                                           |         | Legal             | C              | 0                      | X                 | Pertains to real property tax only |
| 7                         | Taxes Accounts Receivable, Month End Microfilm                         |         | Treasury          | P              | 0                      |                   | X                                  |
| 8                         | Assessor Roll Certification, Balancing Records, Sr. Citizen            |         | Treasury          | C+2            | 0                      | X                 |                                    |
| 9                         | Daily Balancing, Tax System Transaction Report                         |         | Treasury          | C              | 0                      | X                 |                                    |

### Retention Codes Examples:

- (for use with 4 above.)
- C = Current Year
  - A = Audit Year
  - # = Number of years
  - P = Permanent
  - T = Terminated
- C+2 = Current Year + 2 years
- C+A+1 = Current Year+Audit year+1 year
- 5 = 5 years



5 = 5 years



# MUNICIPALITY OF ANCHORAGE RECORDS RETENTION SCHEDULE

|             |          |                                |          |          |            |                |                             |
|-------------|----------|--------------------------------|----------|----------|------------|----------------|-----------------------------|
| Department  | Division | Section                        | Phone #  | Dept. ID | Revision # | Effective Date | Records Management Use Only |
| Finance     | Treasury | Remittance Processing Services | 343-8675 | 1347     | 1          |                | Ret. Sched. Code            |
| 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                          | Sharon Weddleton                                                                                                                                                           |           | 10/6/08 |
| Agency Records Coordinator           | Sheena Davis                                                                                                                                                               |           | 10/6/08 |
| Municipal Records Management Officer | Fred Carpenter                                                                                                                                                             |           |         |
| Municipal Archivist                  | Toby Allen                                                                                                                                                                 |           |         |
| Municipal Clerk                      | Barbara E. Gruenstein                                                                                                                                                      |           |         |
| Controller                           | Teresa Peterson                                                                                                                                                            |           |         |
| Internal Audit                       | Peter W. Raiskums                                                                                                                                                          |           |         |
| 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. |           |         |



| Department | Division | Section                                                               | Phone #           | Dept. ID       | Revision #             | Effective Date | Ret. Sched. Code  |    |   |              |                                                                                                                           |
|------------|----------|-----------------------------------------------------------------------|-------------------|----------------|------------------------|----------------|-------------------|----|---|--------------|---------------------------------------------------------------------------------------------------------------------------|
| Finance    | Treasury | Remittance Processing Services                                        | 343-6675          | 1347           | 1                      |                |                   |    |   |              |                                                                                                                           |
| 1          | 2        | Record Series Title and Description of records included in the series | Record Copy Dept. | Office (years) | Records Center (years) | Micro-film     | Final Disposition | 5a | 5 | Vital Record | Retention Period Justification; Authorities; Remarks                                                                      |
|            |          | RPS Audit List Files                                                  | X                 | ERec           | 2a                     | 3              | 4                 | 5  | 6 | 7            |                                                                                                                           |
| 1          |          |                                                                       | Treasury          | A + 1          | 2                      |                |                   |    |   |              | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item 27. |
| 2          |          | Payment Processing Logs                                               | Treasury          | A + 1          | 2                      |                |                   |    |   |              | Source of retention requirement is the State of Alaska General Administrative Records Retention Schedule #100.2, Item 27. |

|                                            |
|--------------------------------------------|
| Retention Codes<br>(for use with 4 above.) |
| C = Current Year                           |
| A = Audit Year                             |
| # = Number of years                        |
| P = Permanent                              |
| T = Terminated                             |
| Examples:                                  |
| C+2 = Current Year + 2 years               |
| C+A+1 = Current Year+Audit year+1 year     |
| 5 = 5 years                                |



# 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 |
|------------|----------|----------------|----------|----------|------------|----------------|------------------|
| Finance    | Treasury | Administration | 343-6663 | 1341     | 1          |                | 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 | Rel. Sched. Code |
|------------|----------|----------------|----------|----------|------------|----------------|------------------|
| Finance    | Treasury | Administration | 343-6663 | 1341     | 1          | 6/12/1995      | Page 1 of 2      |

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:

This schedule is being updated due to reorganizing changes and many items are obsolete

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.                                                   |
|---------------------------|-----------------------------------------------------------------------|-------|---------|-------------------------------------------------------------------------------------------------------|
| 2                         | Leave Requests                                                        |       | X       | These records are included in line (1) with Time Cards                                                |
| 3                         | Monthly activity reports                                              |       | X       | These records are not applicable                                                                      |
| 4                         | Quarterly or Semi-Annual Reports                                      |       | X       | These records are not applicable                                                                      |
| 5                         | Reading or Chronological files                                        |       | X       | These records are not applicable                                                                      |
| 6                         | General correspondence                                                |       | X       | These records are not applicable                                                                      |
| 9                         | Policy & Procedure Manuals                                            |       | X       | These records are on the Municipal Website                                                            |
| 10                        | Personnel Requests - position posting                                 |       | X       | These records are electronic on NeoGov Site, no hard copy retained                                    |
| 11                        | Agency personnel computer reports                                     |       | X       | These records can be generated with HR PeopleSoft query, no need to retain hard copy                  |
| 12                        | Investment Consultant/Money Manager/Custodian performance reports     | X     |         | These records and reports are new to Treasury since the MOA Trust Fund & Pre-funding were established |
| 13                        | Classification specifications                                         |       | X       | These records are kept by EJR and updated in Outlook public folders no need for agency to retain      |





# 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. Sched. Code |
|------------|----------|-----------------------------------|----------|----------|------------|----------------|------------------|
| Finance    | Treasury | Accounts Receivable/Cash Receipts | 343-6675 | 1342A    | 1          |                |                  |

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 | Ret. Sched. Code |
|------------|------------|---------|----------|----------|------------|----------------|------------------|
| Finance    | Controller | MFP     | 343-6956 | 1342     | 1          | 6/12/1995      |                  |

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:

This schedule is being updated due to the decentralization of Accounts Payable.

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                         | DCF records & reports                                                 |       | X       | These records are part of Delinquent Criminal Fines and are listed on 1342(B) |
| 6                         | DCF Financial reports                                                 |       | X       | These records are part of Delinquent Criminal Fines and are listed on 1342(B) |
|                           |                                                                       |       |         |                                                                               |
|                           |                                                                       |       |         |                                                                               |
|                           |                                                                       |       |         |                                                                               |
|                           |                                                                       |       |         |                                                                               |
|                           |                                                                       |       |         |                                                                               |



# 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. Sched. Code |
|------------|----------|----------------------------------------------|----------|----------|------------|----------------|------------------|
| Finance    | Treasury | Revenue Management/Delinquent Criminal Fines | 343-6683 | 1342B    | 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 | Ret. Sched. Code |
|------------|----------|------------------------|---------|----------|------------|----------------|------------------|
| Finance    | Treasury | Delinquent Collections |         | 1345     | 1          | 6/12/1995      |                  |

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:

This schedule is being updated due to reorganizing changes org 1345 is now part of org 1342 and many items are obsolete

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.                  |
|---------------------------|-----------------------------------------------------------------------|-------|---------|----------------------------------------------------------------------|
| 2                         | Referrals to Collection Agency                                        |       | X       | These records are included in line 9 of new schedule                 |
| 3                         | Attorney civil files                                                  |       | X       | These records are included in line 1 of new schedule                 |
| 4                         | Bankruptcy Case files                                                 |       | X       | These records are included in line 1 of new schedule                 |
| 5                         | Uncollectible Writeoffs                                               |       | X       | These records are included in line 7 with collectible writeoffs      |
| 6                         | Personal property tax returns                                         |       | X       | These records belong to org 1351                                     |
| 7                         | Misc. bills for collection                                            |       | X       | These records are included in line 9 of new schedule                 |
| 9                         | Criminal fine reports/judgments                                       |       | X       | These records are included with the records on line 2                |
| 10                        | Indigent defense judgments                                            |       | X       | These records are included with the records on line 2                |
| 11                        | Liquor License protest                                                |       | X       | These records are held in Clerks office                              |
| 12                        | EMS Paid                                                              |       | X       | These records belong to Fire Department - Emergency Medical Services |

# 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. Sched. Code |
|-----------------------------------------|-----------------------------------------------------------------------|----------------------------------------------|----------|----------|---------------------------------------------------------------------------------------------------------------|----------------|------------------|
| Finance                                 | Treasury                                                              | Revenue Management/Delinquent Criminal Fines | 343-6683 | 1342B    | 1                                                                                                             |                |                  |
| 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.                                                           |                |                  |
| 13                                      | EMS CA Pairs                                                          |                                              |          | X        | These records belong to Fire Department - Emergency Medical Services                                          |                |                  |
| 14                                      | MARS/EMS EOM Reports/Batch Sheets                                     |                                              |          | X        | The MARS/EMS EOM Reports belong to Fire Department - EMS - the DCF EOM Reports are on line 5                  |                |                  |
| 15                                      | EMS Billing Batch Sheets                                              |                                              |          | X        | Outsourced to EMS                                                                                             |                |                  |
| 16                                      | LRU Transaction History Posting Reports                               |                                              |          | X        | These records are included in line 4 of the new schedule                                                      |                |                  |
| 17                                      | Real Estate Leasehold Tax Collection Files                            |                                              |          | X        | These records are included in org 1342D (Delinquent Collections)                                              |                |                  |
| 18                                      | Collection Agency Payment Remittance Reports                          |                                              |          | X        | These records are included in line 5 of the new schedule                                                      |                |                  |
| 19                                      | Voucher Control Logs                                                  |                                              |          | X        | These records are included in line 6 of the new schedule                                                      |                |                  |
| 20                                      | Collectors Production Reports                                         |                                              |          | X        | These records are included in line 4 of the new schedule                                                      |                |                  |
| 21                                      | Closed correspondence                                                 |                                              |          | X        | These records are included in line 9 of the new schedule                                                      |                |                  |
| 22                                      | Personal Property Payment Envelopes                                   |                                              |          | X        | These records are included in org 1346 line 15 of their new schedule                                          |                |                  |
| 23                                      | Personal/Business Assessment Returns                                  |                                              |          | X        | These records belong to org 1351                                                                              |                |                  |
| 24                                      | Personal Property Adjustment Reports                                  |                                              |          | X        | These records belong to org 1351                                                                              |                |                  |
| 25                                      | Personal Property Mobile Home TC's & Requests                         |                                              |          | X        | These records belong to org 1351                                                                              |                |                  |
| 26                                      | Personal Property Discovery                                           |                                              |          | X        | These records belong to org 1351                                                                              |                |                  |
| 27                                      | Personal Property Valuation Registers                                 |                                              |          | X        | These records belong to org 1351                                                                              |                |                  |
| 28                                      | Personal Property BOE Packets                                         |                                              |          | X        | These records belong to org 1351                                                                              |                |                  |
| 29                                      | Personal Property Aircraft Files                                      |                                              |          | X        | These records no longer exist they would now be called Aircraft Registration Tax Files and belong to org 1346 |                |                  |
| 30                                      | Personal Property Address Changes                                     |                                              |          | X        | These records belong to org 1351                                                                              |                |                  |



# 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 |
|------------|----------|--------------------|----------|---------|------------|----------------|------------------|
| Finance    | Treasury | Revenue Management | 343-6663 | 1342C   | 1          |                |                  |

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. Sched. Code |
|------------|----------|--------------------|----------|---------|------------|----------------|------------------|
| Finance    | Treasury | Revenue Management | 343-6663 | 1342C   | 1          | 6/12/1995      |                  |

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:

This schedule is being updated due to reorganizing changes and many items are obsolete

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                         | Original cash receipts supporting documentation                       |       | X       | These are no longer generated in this section due to reorganization; now under DeptID 1346 |
| 2                         | Cash activity reports                                                 |       | X       | These are no longer generated in this section due to reorganization; now under DeptID 1346 |
| 3                         | Voucher check receipts and disbursement records                       |       | X       | These are no longer generated in this section due to reorganization; now under DeptID 1346 |
| 4                         | Payroll receipt and disbursement records                              |       | X       | These are no longer generated in this section due to reorganization; now under DeptID 1346 |
| 5                         | Deposit activity and inventory control records                        |       | X       | These no longer exist                                                                      |
| 11                        | Surveillance System Tapes                                             |       | X       | These are no longer generated in this section due to reorganization; now under DeptID 1346 |
| 12                        | P&P 24-1 Authorizations                                               |       | X       | These no longer exist in this section due to reorganization; now under DeptID 1342A        |
|                           |                                                                       |       |         |                                                                                            |
|                           |                                                                       |       |         |                                                                                            |
|                           |                                                                       |       |         |                                                                                            |



# 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. Sched. Code |
|------------|----------|---------|----------|----------|------------|----------------|------------------|
| Finance    | Treasury | Taxes   | 343-6663 | 1346     | 1          |                |                  |

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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 |
|------------|----------|---------|----------|----------|------------|----------------|------------------|
| Finance    | Treasury | Taxes   | 343-6663 | 1346     | 1          | 6/12/1995      |                  |

Page 1 of 1

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#### Supporting Narrative:

This schedule is being updated due to reorganizing changes and many items are obsolete

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                         | Litigation Reports & Documentation                                                                                            |       | X       | These records now belong to Heritage Land Bank Real Estate  |
| 7                         | Assessor's Adjustment - Documentation                                                                                         |       | X       | These records are included in line 3 with other adjustments |
| 9                         | Tax foreclosure Records, Judgment of Decree, Clerk's Deed, Publications, Cost Worksheets, Redemption Cert's, Voucher Requests |       | X       | These records now belong to Heritage Land Bank Real Estate  |
| 11                        | Certified mail return receipts, Foreclosure & Deed, Certified Postage List                                                    |       | X       | These records now belong to Heritage Land Bank Real Estate  |
| 11                        | Surveillance System Tapes                                                                                                     | X     |         | moved from 1342 schedule to org 1346                        |
| 12                        | Assessor Roll Certification, Balancing Records, Sr. Citizen                                                                   |       | X       | Same as line 8                                              |
| 13                        | Daily Balancing, Tax System Transaction Report                                                                                |       | X       | Same as line 9                                              |
| 15                        | Notice of tax payments made3 under protest                                                                                    |       | X       | Obsolete                                                    |
| 15                        | Personal Property Payment Envelopes                                                                                           | X     |         | These records are included in line 12                       |



## 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 |
|------------|----------|--------------------------------|----------|----------|------------|----------------|------------------|
| Finance    | Treasury | Remittance Processing Services | 343-6675 | 1347     | 1          |                |                  |

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**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 |
|------------|------------|---------|----------|---------|------------|----------------|------------------|
| Finance    | Controller | MFP/RPS | 343-6956 | 1327    | 1          | 6/12/1995      | Page 1 of 1      |

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:**  
This schedule is being updated due to the decentralization of Accounts Payable. The records from Org 1327 have been moved to 1347

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.

[illegible]