Submitted by: Chairman of the Assembly at the Request of the Mayor
Prepared by: Information Technology
For reading: March 3, 2009

CLERK'S OFFICE
APPROVED
Date: 3-3-09

ANCHORAGE, ALASKA
AR NO. 2009-47

A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE UPDATED RECORDS RETENTION SCHEDULES FOR THE FINANCE, PROPERTY APPRAISAL DIVISION; MAINTENANCE & OPERATIONS DEPARTMENT, AND THE NEW RECORDS RETENTION SCHEDULE FOR RISK MANAGEMENT IN ACCORDANCE WITH MUNICIPAL POLICY AND PROCEDURE 52-2

WHEREAS, the Departments/Divisions listed above have updated or created 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 3rd day of March, 2009.

[signature]
Chair

ATTEST:

[signature]
Municipal Clerk

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Records Management Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Finance	Property Appraisal	Customer Service & Records	343-6849	1351	2	2/24/2009	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	Marty McGee	Marty McGee	1-29-09
Agency Records Coordinator	John Dyson, Jr.	John Dyson Jr.	1-29-09
Records Management Officer	Fred Carpenter	[signature]	1/29/09
Archivist	Toby Allen		
Clerk	Barbara Gruenstein	Barbara E Gruenstein	1/30/09
Controller	Teresa Peterson	Teresa L Peterson	2/2/09
Internal Auditor	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.**		2/24/2009

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

Rec. Sched. Code

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Finance	Property Appraisal	Customer Service & Records	343-6849	1351	2	2/24/2009	Page __1__ of 2__

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period: Office (years)	Records Center (years)	5 Records Disposition: Destroy	Hist. Archive	Other	6 Vital Record	7 Retention Period Source Citation, Other Justification Remarks
1	**Board of Equalization Records**		PA	5	P					Per MOA General Administrative Records/General Office Admin. Records (10/14/2008) # 4 Board minutes, BOE packets, etc.
2	**Court Cases**		PA	5	P				X	Re-evaluate after 10 years; located in Assessor's office area filing cabinet; clerk's office handled records up to 2004 then transferred to Property Appraisal (PA) which has records from 2004 - present; prior records kept in clerks office; electronic records started in 2008; orginal copies kept in muni legal office which includes decision by court, research portion will be kept in PA filing cabinet; Admin. decision for retention.
3	**Legal Opinions**		PA	P	P				X	Opinions about properties; re-evaluate after 10 years and dispose all irrelevant records; located in Assessor's office; SoA Admin. Records Retention Schedule #100.2, Item 23.
4	**Mandatory Exemptions:** Religious, Educational, Hospital, Cemetary, Charity, Senior and Veteran		PA	5	P		X			Per AS 24.45.030; Maintain original applications for historical record for property; electronic data from application stored in CAMA system; religious, educational, hospital, cemetary, charity records are located in assessor area; records for senior and veteran stay onsite for 5 yrs and then moved to archive.
5	**Optional Exemptions:** Residential, Farm Use Deferral, Sprinkler		PA	A	P		X			Per AS 29.45.050; maintain original application for historical record; electronic data from application stored in CAMA system.

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 al the space you need here to adequately list pertinent, descriptive information about the included records. Indicate those record types that ar**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 dispositon. 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	
Finance	Property Appraisal	Customer Service & Records	343-6849	1351	2	2/24/2009	Page __2__ of 2__

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period: Office (years)	Records Center (years)	5 Records Disposition: Destroy	Hist. Archive	Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
6	**Commerical Evaluations**		PA	A	10	X				Administrative Decision
7	**Deeds**	X	State	P					X	PA receive CD's from State Recorder's office and update CAMA system with current data, PA retains CD's onsite in record room starting from 2001 State Recorder's office retains orginal record copy.
8	**Property Record Cards (PRC's)**		PA	C	P				X	Keep until superseded (scanned into CAMA system) Administrative decision
9	**Master Parcel Inventory**		PA	C	P			X	X	Retain working copy in office (microfilm) Administrative decision
10	**Master Parcel Cross Reference**		PA	C	P			X	X	Keep until superseded (microfilm) Administrative decision
11	**Mobile Home Records**		PA	C+6	0	X				Files and documents are located in Personal Property record room Administrative decision
12	**Business Records (?)**		PA	C+6	0	X				Files and documents are located in Personal Property record room Administrative decision
13	**State, Oil and Gas Records**		PA	C+6	0	X				Files and documents are located in Personal Property record room Administrative decision
14	**Discovery Records**		PA	C+6	0	X				Files and documents are located in Personal Property record room Administrative decision
15	**Timecards, Leave Requests, & back-up materials**		PA	C+4	0	X			X	Source of retention requirement is MOA Operating Policy & Procedure 24-10
16	**Position Descriptions, P-1, P-2**		PA	SUP	0	X			X	Maintain current version on site until superceded Administrative decision
17	**P-Card reconcilation and back-up materials**		PA	C+4	0	X				MOA P&P 48-16, Section 7, b, (5)
18	**Job applications and interview notes related to Cert. Lists.**		PA	C+2	0	X				Keep onsite in secure location MoA GAR PAR 10/14/2008 #2

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. Schd. Code
Finance	Property Appraisal	Customer Service & Records	343-6849	1351	2	2/24/2009	Page 1 of 2	

Use this Retention Schedule Update Log to provide supporting information about the changes to this version of the Retention Schedule from the previous version. Use the space provided to list the Records Series and Record types that have been changed in the new version. Indicate whether they were added or deleted. Provide information about those records series, with description of record types, that have been added to the new retention schedule or deleted from the previous retention schedule.

In the space below, provide information about the previous version of the Retention Schedule that you are updating.

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Finance	Property Appraisal	Customer Service	343-6595	1351	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 reorganzation and all pertinent information about the update process. Use all the space you need to make it clear about what has changed.

Supporting Narrative:	**Enter narrative here**

In the space below, list out item numbers and Records Series Titles and description from the Retention Schedule that is being updated. Indicate if the Records Series or record types have been added or removed from the previous schedule. Provide explanation for the change in the appropriate row.

Retention Schedule Item #	Record Series Title and Description of records included in the series	Added	Removed	Explanation of the added or deleted records series.
4	Request for exemption files		X	Changed to new items for #4 Mandatory exemptions and #5 Optional exemptions
5	Religious Requests for Exemption		X	Rolled into new # 4
6	Senior Citizen Exemption		X	Rolled into new # 4
8	Property ID Cards		X	Renamed to Property Record Cards
8	Property Record Cards	X		Renamed to Property Record Cards
11	Mobile	X		Added to account for records in Personal Property section
12	Business Records	X		Added to account for records in Personal Property section
13	State, Oil, and Gas Records	X		Added to account for records in Personal Property section
14	Discovery Records	X		Added to account for records in Personal Property section

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		*Ref. Schd. Code
Finance	Property Appraisal	Customer Service	343-6849	1351	2	2/24/2009	Page 2 of 2	

Retention Schedule Update Log continued

Retention Schedule Item #	Record Series Title and Description of records included in the series	Added	Removed	Explanation of the added or deleted records series.
15	Timecards, Leave Request, and back-up materials	X		These records are new to Property Appraisal
16	Position Description, P-1, P-2	X		Added to account for records in Property Appraisal
17	P-Card reconcilation and back-up materials	X		Added to account for records in Property Appraisal
18	Job applications and interview notes related to Cert. Lists	X		Added to account for records in Property Appraisal

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Records Management Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Maintenance & Operations	Admin., Capital Projects, Facility & Fleet, Resource, Street Maintenance	All	343-8340	1610, 1634, 1636, 1657, 1658, 7410, 7429, 7430, 7449	5	2/24/2009	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	Alan J. Czajkowski	Alan J Czajkowski	2/9/09
Agency Records Coordinator	Beatrice M. Johnson	Beatrice M Johnson	2/9/09
Records Management Officer	Fred Carpenter		
Archivist	Toby Allen		
Clerk	Barbara Gruenstein		
Controller	Teresa Peterson		
Internal Auditor	Peter Raiskums		
Assembly Approval Received	This Retention Schedule received Assembly approval on the date provided in this row. This date becomes the Effective Date of this schedule and should be entered above.		

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Maintenance & Operations		Administration	343-8340	7410	5	2/24/2009	Page __1__ of __2__

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period: Office (years)	Records Center (years)	5 Records Disposition: Destroy	Hist. Archive	Other	6 Vital Record	7 Retention Period Source Citation, Other Justification Remarks
1	**File System Index** *(all records on this page kept on - site)*		M&O	C		X				Administration; retain until updated (as applicable).
2	**Correspondence - General & Intra-agency**		Various	C+3		X				External and internal; general. Maintain for current year, plus three more years.
3	**Active Personnel Files**		M&O	ACT		X				Maintain in department while employee is employed. Forward terminated employee files to ER.
4	**Records Retention Schedule**		M&O	C		X				Records P&P 52-2. Retain until updated.
5	**Policy & Procedure-Routine**		M&O	Sup+3		X				Retain in office until superseded. SOAGARRS #100.2 Item #68.
6	**Agency Opinions/Decisions**		M&O	C		X				Maintain until administrative need is met.
7	**Other Agencies Opinions/Decisions**		Various	C		X				Maintain until administrative need is met.
8	**Staff Meeting Minutes & Notes**		M&O	C+3		X				Retain for 3 years, or until administrative need is met. SOAGARRS #100.2 Item #66.
9	**Public Records Requests for Information:** (Includes complaints / Inquiries)		M&O	ACT+1		X				Retain copy 1 year after resolution; & 6 AAC 96.320.
10	**Position Descriptions**		ER	SUP		X				Maintain current version (copy) on site until superseded.
11	**Classification Specifications**		M&O	C		X				Copies-M&O Admin.; Originals-ER; replaced when updated.

Retention Codes
(for use with **4** above.)
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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 ar**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 th 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 dispositon. 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	
Maintenance & Operations		Administration	343-8340	7410	5	2/24/2009	Page 2 of 2

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period Office (years)	Records Center (years)	5 Records Disposition Destroy	Hist. Archive	Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
12	**Travel Authorization Requests**		M&O	C+2		X				M&O Admin.-copies; Originals-AP.
13	**Employee Safety Records**		M&O	T+30				P	Yes	Forward to ER upon termination. Legal requirement to retain in ER until 30 years past termination. OSHA Reg. CFR29 Part 1904.
14	**Hiring Process:** Applications, interview questions with interviewer notes, requests for hire.		M&O	C+2		X				MOA GRRS PAR #2 Maintain C+2. C=Date of Hire
15	**Employee Training Records-Hazardous**		M&O	T+1		X				Retain for 1 year after employee terminates or 3 years, whichever is longer.
NOTE:	**ALL OTHER FILES - Refer to MOA General Administration Records Retention Schedule for retention periods not listed on this schedule.**									

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only: Ret. Schd. Code

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Maintenance & Operations	Resource		343-8340	7429, 7449	5	2/24/2009	Page _1_ of _1_

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period: Office (years)	Retention Period: Records Center (years)	5 Records Disposition: Destroy	Records Disposition: Hist. Archive	Records Disposition: Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
1	**File System Index** *(all records on this page kept on - site)*		M&O	C		X				Administration; retain until updated (as applicable).
2	**Correspondence - General & Intra-agency**		Various	C+3		X				External and internal; general, complaints, inquiries. Maintain for current year, plus three more years.
3	**Contracts / Agreeements**		M&O	5	10	X				Financial; Agency requirement.
4	**Budget Working Papers**		M&O	C+3		X				Financial. SOAGRRS #100.2.
5	**CBERRRSA Board Meeting Minutes & Tapes**		M&O	P			P		Yes	Administration; Legal; retain in Eagle River office files.
6	**Public Records Requests for Information:** (Includes complaints / Inquiries)		M&O	ACT+1		X				Retain copy 1 year after resolution; & 6 AAC 96.320
7	**Time Cards, Leave Requests & Backup Materials**		M&O	C+1	3	X				Financial; P&P 24-10, 1/1/2009.
8	**Staff Meeting Minutes & Notes**		M&O	C+3		X				Retain for 3 years, or until administrative need is met. SOAGARRS #100.2 Item #66.
9	**Accounts Payable:** Vouchers, Invoices & Vendor Files, Purchase Orders, Requesitions, P-card Receipts & Statements		M&O	C+4		X				MOA Finance/Controller/Accounts Payable RRS 10/14/08.
10	**Personnel Reports**		M&O	C+1		X				Financial; Agency requirement.
11	**Payroll Processing Back-up Documentation**		M&O	C+1	3	X				Financial; Agency requirement.

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Maintenance & Operations	Facility & Fleet Maintenance	Facility Maintenance	343-8340	1634	5	2/24/2009	Page __1__ of __1__

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period: Office (years)	Records Center (years)	5 Records Disposition: Destroy	Hist. Archive	Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
1	**File System Index** *(all records on this page kept on -site)*		M&O	C		X				Administration; retain until updated (as applicable).
2	**Correspondence - General & Intra-agency**		Various	C+3		X				External and internal; general, complaints, inquiries. Maintain for current year, plus three more years.
3	**Projects**	X	M&O	5	10	X				Facility Maint. repairs, minor construction and upgrades. Invitation to Bid- electronic & paper copies. Administrative.
4	**Work Orders / MicroMain**	X	M&O	ACT+1				X	Yes	Electronic files stored on server (G:\P&FM) while municipally owned (ACT); delete from server after one year.
5	**Public Records Requests for Information:** (Includes complaints / Inquiries)		M&O	ACT+1		X				Retain copy 1 year after resolution; & 6 AAC 96.320
6	**Time Cards, Leave Requests & Backup Materials**		M&O	C+1	3	X				Financial; P&P 24-10, 1/1/2009.
7	**Accounts Payable:** Vouchers, Invoices & Vendor Files, Purchase Orders, Requesitions, P-card Receipts & Statements		M&O	C+4		X				MOA Finance/Controller/Accounts Payable RRS 10/14/08.
8	**Contracts / Agreements**		M&O	5	10	X				Financial. Agency requirement.
9	**Facility Plans / Correspondence (Kept on-site @ 3640 E. Tudor)**		M&O	ACT+1			X	X	Yes	Administration; Blueprints/building drawings. Review for historical value prior to destruction.
10	**Staff Meeting Minutes & Notes**		M&O	C+3		X				Retain for 3 years, or until administrative need is met. SOAGARRS #100.2 Item #66.
11	**Contract Inspections**		M&O	C+1	8	X				Administration; Legal; fire & security monitoring, sprinkler, elevator.

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only
Ret. Schd. Code

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Maintenance and Operations	Facility and Fleet Maintenance	Fleet Maintenance	343-4847	1636	5	2/24/2009	Page __1__ of __3__

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period: Office (years)	Retention Period: Records Center (years)	5 Records Disposition: Destroy	Hist. Archive	Other	6 Vital Record	7 Retention Period Source Citation, Other Justification Remarks
1	**Vehicle Files:** Includes Copies of Vehicle Titles, MSO, and Registration - Copy of Sales Invoice Vehicle - Check-in Sheets - Warranty Information - Accident & Incident Reports and Estimates - Bid Specifications - Vehicle Original Window Sticker - Vehicle Sigh Out/Assignment Sheets - Auction Memos - Crushed Vehicle Memos - Major Accessories Invoices		Fleet	ACT+4		X				MOA General Administrative Records Retention Schedule: Procurement, Property and Leasing Records, # 4 and #5 Maintain records while the vehicle is active Maintain records 4 years after vehicle is no longer municipal property. Original Title is kept in Central Accounting.
2	**GEMS System** Maintenance Records Repair Records Work Requests Work Orders Parts Inventory	X	Fleet	ACT+4		X				MOA General Administrative Records Retention Schedule: Procurement, Property and Leasing Records, # 4 and #5 Maintain records while the vehicle is active Maintain records 4 years after vehicle is no longer municipal property.
3	**Other Maintenance Records** I/M Certifications (electronic and paper) Equipment Transfer Sheets Diesel Certificates (electronic and paper) Tire Change Out Sheets (in folder with installation sheets)	X	Fleet	ACT+4		X				MOA General Administrative Records Retention Schedule: Procurement, Property and Leasing Records, # 4 and #5 Maintain records while the vehicle is active Maintain records 4 years after vehicle is no longer municipal property

Retention Codes
(for use with **4** above.)
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Examples:
C+2 = Current Year + 2 years
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5 = 5 years

Instructions, explanation and help. If you need more help, contact Records Management 343-4849

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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.
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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

For Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Maintenance and Operations	Facility and Fleet Maintenance	Fleet Maintenance	343-4847	1636	5	2/24/2009	Page __2__ of __3__	

1	2	2a	3	4 Retention Period		5 Records Disposition			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)	Destroy	Hist. Archive	Other	Vital Record	Retention Period Justification; Authorities; Remarks
4	**In-House Warranty Repairs** • Credit Memos (General Motors) • Monthly Receivable Statements (General Motors) • Invoices to Vendors • WINS Claim Submissions	X	Fleet	ACT+4		X				MOA General Administrative Records Retention Schedule: Procurement, Property and Leasing Records, # 4 and #5 Maintain records while the vehicle is active Maintain records 4 years after vehicle is no longer municipal property
5	**Fleet Assignment Logs** • Tags & Registration Sign Out • Temporary and Permanent Fuel Card Sign Out • Car Wash Card Sign Out • FleetOne Card Order Log	X	Fleet	C+1		X				Maintain records 1 year or until administrative need is met, whichever comes first
6	**Body Repair** • Road Runner Estimates with Photos	X	Fleet	ACT+4		X				Maintain records while the vehicle is active Maintain records 4 years after vehicle is no longer municipal property.
7	**DOT Brake Inspections**		Fleet	C+1 ACT +1		X				Maintain records 1 year after inspection and/or Maintain records 1 year after vehicle is no longer municipal property. 49 C.F.R. PART 396—INSPECTION, REPAIR, AND MAINTENANCE Title 49 - Transportation
8	**Procurement Files (Copies):** ITB, RFQ, Sole Source Memos, Purchase Orders, Invoices		Pur	ACT+3		X				Fleet copies of these records are maintained through the life of related contract and for 3 more years. Purchasing holds Record Copies while active and 7 years more. MoA GRRS PPLR 10/14/08 #2
9	**Bid Packet:** Bid Specifications, Bid Proposal, ITB (Invitation to Bid), Addendums, Bid Abstract, Recommendation of Award, Requisition Form, Vendor Literature		Pur	ACT+3		X				Fleet copies of these records are maintained through the life of related contract and for 3 more years. Purchasing holds Record Copies while active and 7 years more. MoA GRRS PPLR 10/14/08 #2
10	**Accounts Payable:** Invoices, Vouchers, Purchase Orders, Requisitions, Change Orders, Noncompliance Forms, Fuel Billing, Vendor Files, Credit Card Receipts, Credit Card Statements, Payment Net, P-Card, OPIS Daily Sheets		Fleet	C+4		X				MoA Finance/Controller/Accounts Payable RRS 10/14/2008
11	**Journal Entries**	X	Ctrlr	C		X				Maintain department copies until administrative need is met or through current year whichever comes last MoA GRRS GAR 10/14/08 #5

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Maintenance and Operations	Facility and Fleet Maintenance	Fleet Maintenance	343-4847	1636	5	2/24/2009	Page 3 of 3	

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period: Office (years)	Records Center (years)	5 Records Disposition: Destroy	Hist. Archive	Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
12	**Queries for PeopleSoft Payments**	X	Fleet	C		X				Maintain until administrative need is met or through current year whichever comes last.
13	**OPIS**	X	Fleet	C		X				Maintain until administrative need is met or through current year whichever comes last.
14	**FleetOne (fuel)**	X	Fleet	C		X				Maintain until administrative need is met or through current year whichever comes last.
15	**Rental Rates**	X	Fleet	C		X				Maintain until administrative need is met or through current year whichever comes last.
16	**Annual Fuel Usage**	X	Fleet	C		X				Maintain until administrative need is met or through current year whichever comes last.
17	**Weekly Account Balance For Parts Room**	X	Fleet	C		X				Maintain until administrative need is met or through current year whichever comes last.
18	**Memos**	X	Fleet	C+3		X				Maintain for the current year and 3 more years. MoA GAR GOAR 10/14/2008 #2 General correspondence files.
19	**Payroll:** Time Cards and Supporting Documentation, Leave Requests, Acting Pay Forms, Acting Memos, Leave Cash-in Forms, Overtime Requests and Slips, Payroll Adjustment Forms		Fleet	C+4		X				MOA P and P 24-10 1/1/2009
20	**Hiring Process:** Applications, Interview Questions with Interviewer Notes, Requests for Hire		Fleet	C+2		X				MOA GRRS PAR #2 Maintain Current year+2 years.
21	**Active Personnel Files:** Applications, Resumes, Insurance and Benefits, Date Of Hire, Personnel Actions, Performance Evaluations, Weekly Safety Shifts		Fleet	ACT						Maintain Personnel files in department while employee is employed.
22	**Terminated Personnel Files**		ER	T						Forward Personnel files of terminated employees to Employee Relations.

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only
Rec. Sched. Code

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Maintenance & Operations	Street Maintenance		343-8340	7430	5	2/24/2009	Page _1_ of _1_

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period: Office (years)	4 Retention Period: Records Center (years)	5 Records Disposition: Destroy	5 Records Disposition: Hist. Archive	5 Records Disposition: Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
1	**File System Index** *(all records on this page kept on - site)*		M&O	C		X				Administration; retain until updated (as applicable).
2	**Correspondence - General & Intra-agency**		Various	C+3		X				External and internal; general, complaints, inquiries. Maintain for current year, plus three more years.
3	**Public Records Requests for Information:** (Includes complaints / Inquiries)		M&O	ACT+1		X				Retain copy 1 year after resolution; & 6 AAC 96.320.
4	**Accounts Payable:** Vouchers, Invoices & Vendor Files, Purchase Orders, Requesitions, P-card Receipts & Statements		M&O	C+4		X				MOA Finance/Controller/Accounts Payable RRS 10/14/08.
5	**Maintenance Management System Reports**	X	M&O	C+1	P		P		Yes	Administration; includes archived backup tape cartridges; historical data.
6	**Time Cards, Leave Requests & Backup Materials**		M&O	C+1	3	X				Financial; P&P 24-10, 1/1/2009.
7	**Staff Meeting Minutes & Notes**		M&O	C+3		X				Retain for 3 years, or until administrative need is met. SOAGARRS #100.2 Item #66.
8	**Contracts / Agreeements**		M&O	5	10	X				Financial. Agency requirement.

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

For Records Center Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Maintenance & Operations	Capital Projects		343-8340	1657, 1658	5	2/24/2009	Page __1__ of __1__	

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period Office (years)	Records Center (years)	5 Records Disposition Destroy	Hist. Archive	Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
1	**File System Index** *(all records on this page kept on - site)*		M&O	C		X				Administration; retain until updated (as applicable).
2	**Correspondence - General & Intra-agency**		Various	C+3		X				External and internal; general, complaints, inquiries. Maintain for current year, plus three more years.
3	**Accounts Payable:** Vouchers, Invoices & Vendor Files, Purchase Orders, Requesitions, P-card Receipts & Statements		M&O	C+4		X				MOA Finance/Controller/Accounts Payable RRS 10/14/08.
4	**Public Records Requests for Information:** (Includes complaints / Inquiries)		M&O	ACT+1		X				Retain copy 1 year after resolution; & 6 AAC 96.320.
5	**Contracts / Agreeements**		M&O	5	10	X				Financial. Agency requirement.
6	**Facility Plans / Correspondence (Kept on-site @ 3640 E. Tudor Road)**		M&O	P			P		Yes	Administration; design through construction stages; blueprints/building drawings. Maintain for life of building.
7	**Capital Projects**	X	M&O	5	10	X				Facility Maint. major repairs, construction and upgrades. Invitation to Bid-electronic & paper copies.
8	**Staff Meeting Minutes & Notes**		M&O	C+3		X				Retain for 3 years, or until administrative need is met. SOAGARRS #100.2 Item #66.

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. Schd. Code
Maintenance & Operations		Admin	343-8340	7410	5	2/24/2009	Page 1 of 6	

Use this Retention Schedule Update Log to provide supporting information about the changes to this version of the Retention Schedule from the previous version. Use the space provided to list the Records Series and Record types that have been changed in the new version. Indicate whether they were added or deleted. Provide information about those records series, with description of record types, that have been added to the new retention schedule or deleted from the previous retention schedule.

In the space below, provide information about the previous version of the Retention Schedule that you are updating.

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Maintenance & Operations		Admin	343-8340	7410	4	12/11/2007		

Use the space below for any supporting narrative about the current version of the retention schedule that is being updated: Include reasons for updating, such as departmental reorganzation and all pertinent information about the update process. Use all the space you need to make it clear about what has changed.

Supporting Narrative:	**Reorganization**

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	Reading File		X	No longer used. (Number reassigned.)
3	General Correspondence Files			Update description; "Correspondence - General & Intra agency"; update retention period.
4	Department Personnel Files			Update description; "Active Personnel Files"
6	Policy & Procedure Files			Update description; "Policy & Procedures-Routine"
10	Complaint / Inquiry Files			Update description, combine with; "Public Records Requests for Information"
14	Safety Records			Update description; "Employee Safety Records" - Update retention period.
14	Hiring Process	X		To ensure files are kept for proper amount of time.
15	Employee Training Records-Hazardous	X		To ensure files are kept for proper amount of time.
NOTE:	Item numbering on new schedule revision has changed with deletions/additions.			

Retention Schedule
Update Log - Continued

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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Maintenance & Operations	Resource	0	343-8340	7429, 7449	5	2/24/2009	Page 2 of 6	

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.
2	Reading File		X	No longer used. (Number reassigned.)
3	Correspondence			Update description; "Correspondence - General & Intra agency"; update retention period
5	Budget Worksheets			Update retention period.
7	Complaint / Inquiry Files			Update description, combine with; "Public Records Requests for Information"
9	Leave Requests		X	Combined with, "Time Cards, Leave Requests & Backup Material"
9	Staff Meeting Minutes & Notes	X		New for division.
10	Vouchers, Invoices & Vendor Files			Update description; "Accounts Payable"
12	Payroll Reports			Update description; "Personnel Reports"
13	Purchase Orders/Requisitions		X	Combine with, "Accounts Payable"
NOTE:	Item numbering on new schedule revision has changed with deletions/additions.			

Retention Schedule
Update Log - Continued

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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Maintenance & Operations	Facility & Fleet Maintenance	Facility Maintenance	343-8340	1610, 1634	5	2/24/2009	Page __3__ of __6__	

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.
2	Reading File		X	No longer used. (Number reassigned.)
4	Projects			Update remarks to reflect minor repairs & construction rather than major. Major repairs are handled through the new Capital Projects Division.
6	Complaint / Inquiry Files			Update description, combine with; "Public Records Requests for Information"
8	Leave Requests		X	Combine with, "Time Cards, Leave Requests & Backup Material"
10	Purchase Orders/Requisitions		X	Combine with, "Accounts Payable"
10	Staff Meeting Minutes & Notes	X		New for division.
13	Capital Projects		X	This item moved to new Capital Projects Division.
NOTE:	Item numbering on new schedule revision has changed with deletions/additions.			

Retention Schedule
Update Log - Continued

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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Maintenance & Operations	Street Maintenance	0	343-8340	7430	5	2/24/2009		

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.
2	Reading File		X	No longer used. (Number reassigned.)
4	Complaint / Inquiry Files			Update description, combine with; "Public Records Requests for Information"
7	Purchase Orders/Requisitions		X	Combine with; Accounts Payable"
7	Staff Meeting Minutes & Notes	X		New for division.
9	Leave Requests		X	Combine with, "Time Cards, Leave Requests & Backup Material"
NOTE:	Item numbering on new schedule revision has changed with deletions/additions.			

Retention Schedule
Update Log - Continued

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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Maintenance & Operations	Facility & Fleet Maintenance	Fleet Maintenance	343-8340	1636	0	2/24/2009	Page __5__ of __6__	

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.
	New Retention Schedule.			

Retention Schedule
Update Log - Continued

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

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Maintenance & Operations	Capital Projects	0	343-8340	1657, 1658	0	2/24/2009	Page 6 of 6	

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.
	New Retention Schedule for New Division.			

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Records Management Use Only

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date		Ret. Schd. Code
Muni Manager	Risk Management		343-7949	1247		2/24/2009	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	Glenn Smith	[signature]	1/30/09
Agency Records Coordinator	Darlene Dixon	Darlene Dixon	1/30/09
Records Management Officer	Fred Carpenter		
Archivist	Toby Allen		
Clerk	Barbara Gruenstein		
Controller	Teresa Peterson		
Internal Auditor	Peter Raiskums		
Assembly Approval Received	This Retention Schedule received Assembly approval on the date provided in this row. This date becomes the Effective Date of this schedule and should be entered above.		

MUNICIPALITY OF ANCHORAGE
RECORDS RETENTION SCHEDULE

Form 91-042A

Department	Division	Section	Phone #	Dept. ID	Revision #	Effective Date	
Muni Manager	Risk Management		343-7949	1247		2/24/2009	Page 1 of 2

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period: Office (years)	4 Retention Period: Records Center (years)	5 Records Disposition: Destroy	5 Records Disposition: Hist. Archive	5 Records Disposition: Other	6 Vital Record	7 Retention Period Source Citation, Other Justification Remarks
1	**Payment Records**:Records relating to payment for commodities and services. Record types include, but are not limited to invoices, credit card (P-card) statements, credit card (P-card) charge slips, receipts, packing slips, and check queries/payment authorizations.		Risk Mgmt	C+4 or A+3		X				Records maintained by department. MoA Finance/Controller/Accounts Payable RRS 10/14/2008
2	**Payroll Processing Back-Up Documentation:** For each pay period, to include, but not imitied to: Timesheets. Leave Request, Leave Cash in Request forms, Acting Pay forms and Take Home Vehicle reports.		Risk Mgmt	4		X				Record Copy is maintained by department. Per MoA P & P 24-10 1/1/2009
3	**Travel Accounting**: Travel authorization forms & travel expense reports.		Accts Pyble	C+4		X				Original copy is forwarded to Accounts Payable. Departments may choose to keep copy for less time.
4	**Accounts Receivable**: Cash receipts to include, but not limited to, deposit slips and supporting documents.		Risk Mgmt	C+3		X				Original documents sent to Treasury. Record copy maintained by department.

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 ar**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 dispositon. 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. Fo**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	
Muni Manager	Risk Management		343-7949	1247		2/24/2009	Page __2__ of __2__

1 Retention Schedule Item #	2 Record Series Title and Description of records included in the series	2a ERec	3 Record Copy Dept.	4 Retention Period: Office (years)	Records Center (years)	5 Records Disposition: Destroy	Hist. Archive	Other	6 Vital Record	7 Retention Period Justification; Authorities; Remarks
5	**Procurement Files** : Vendor Contracts, Assembly Memorandum, Amendments & Purchase Orders		Risk Mgmt	ACT+3		X				Department copies are maintained for the life of the contract through all extensions and payment finalized plus three years.
6	**3rd Party Tort Claims**: May include, but not limited to: form 95-001 auto/equipment damage report, form 95-002 supervisor's report of accident, police report, property damage report, repair estimate, photos, to/from correspondence, court records/documents and record of payment.		Risk Mgmt	ACT+7		X				Retain 7 years after claim has been resolved. Referenced SOA Division of Risk Management records retention schedule item #2. AS 9.10.070
7	**Notary Bond request from departments**: Copies of request memo & check copies to Broker & SOA..		Risk Mgmt	4		X				Department copies are maintained for 4 years as bonds expire every four years.
8	**Excess Insurance Polices**:Workers' Compensation, Merrill Field, Beluga Gas Field, Property & Storage Tanks. Records may include policy, endorsments & related correspondence.		Risk Mgmt	ACT+7		X				Broker maintains policies while active and for 7 years thereafter.
9	**Personnel Records**: May include applications, resumes, personnel actions, performance evaluations and continuing education documentation.		Risk Mgmt ER	ACT T				X		Records are maintained in department during employment (ACT). Upon termination (T) files are forwarded to Employee Relations.

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. Schd. Code
Muni Manager	Risk Management		343-7949	1247	0	2/24/2009	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. Schd. Code
none								

Use the space below for any supporting narrative about the current version of the retention schedule that is being updated: Include reasons for updating, such as departmental reorganzation and all pertinent information about the update process. Use all the space you need to make it clear about what has changed.

Supporting Narrative:	**Enter narrative here**

In the space below, list out item numbers and Records Series Titles and description from the Retention Schedule that is being updated. Indicate if the Records Series or record types have been added or removed from the previous schedule. Provide explanation for the change in the appropriate row.

Retention Schedule Item #	Record Series Title and Description of records included in the series	Added	Removed	Explanation of the added or deleted records series.
	This is a new Records Retention Schedule			

Content ID: 007431

Type: AR_AllOther - All Other Resolutions

Title: A Resolution Approving the Updated Records Retention Schedules for the Property Appraisal Division, Maintenance & Operations Department and the New Records Retention Schedule for Risk Management, ITD

Author: pruittns

Initiating Dept: IT

Keywords: Records Retention, Property Appraisal, Maintenance & Operations, Risk Management

Date Prepared: 2/13/09 8:35 AM

Director Name: Fred Carpenter

Assembly Meeting Date: 3/3/09

Workflow Name	Action Date	Action	User	Security Group	Content ID
Clerk_Admin_SubWorkflow	2/19/09 11:57 AM	Exit	Joy Maglaqui	Public	007431
MuniMgrCoord_SubWorkflow	2/19/09 11:57 AM	Approve	Joy Maglaqui	Public	007431
MuniManager_SubWorkflow	2/19/09 11:33 AM	Approve	Michael Abbott	Public	007431
CFO_SubWorkflow	2/13/09 1:42 PM	Approve	Sharon Weddleton	Public	007431
IT_SubWorkflow	2/13/09 8:51 AM	Approve	Fred Carpenter	Public	007431
AllOtherARWorkflow	2/13/09 8:42 AM	Checkin	Nina Pruitt	Public	007431