

CLERK'S OFFICE

APPROVED

Date: 3-29-11

Submitted by: Chairman of the Assembly
at the Request of the Mayor

Prepared by: Information Technology

For reading: March 29, 2011

ANCHORAGE, ALASKA
AR NO. 2011-91

1 A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE
2 UPDATED RECORDS RETENTION SCHEDULES FOR LEGAL CIVIL,
3 MANAGEMENT AND BUDGET, EQUAL RIGHTS COMMISSION, FINANCE
4 CONTROLLER DIVISION, FINANCE TREASURY DIVISION, FINANCE
5 PROPERTY APPRAISAL DIVISION, REAL ESTATE HERITAGE LAND
6 BANK, REAL ESTATE REAL ESTATE SERVICES, INTERNAL AUDIT,
7 LIBRARY, PARKS AND RECREATION, EAGLE RIVER/CHUGIAK PARKS
8 AND RECREATION, POLICE, MUNICIPAL MANAGER RISK
9 MANAGEMENT, INFORMATION TECHNOLOGY, PORT OF ANCHORAGE,
10 ASSEMBLY CLERK/ELECTIONS AND THE MUNICIPALITY OF
11 ANCHORAGE GENERAL ADMINISTRATIVE RECORDS, AND THE NEW
12 RECORDS RETENTION SCHEDULE FOR LEGAL CRIMINAL, IN
13 ACCORDANCE WITH MUNICIPAL POLICY AND PROCEDURE 52-2.
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16 WHEREAS, The Departments listed above have updated their Records
17 Retention Schedules; and
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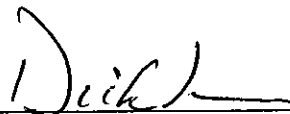
19 WHEREAS, in accordance with Municipal Policy and Procedure 52-2, the
20 Records Management Officer has reviewed the Records Retention Schedules and
21 forwarded them for review and approval to the Municipal Archivist, Clerk, Internal
22 Auditor and Controller; and
23

24 WHEREAS, the Municipal Archivist, Clerk, Internal Auditor and Controller
25 have reviewed and approved the Records Retention Schedules, and
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27 WHEREAS, the approved Record Retention Schedules are available in the
28 Records Management Office for review by the Assembly,
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30 NOW, therefore, the Anchorage Assembly resolves that the Records
31 Retention Schedules as submitted, reviewed and approved in accordance with
32 Municipal Policy and Procedure 52-2 are hereby approved.
33

34 PASSED AND APPROVED by the Anchorage Municipal Assembly this
35 29th day of March, 2011.
36

37
38 
39 _____
40 Chair

41 ATTEST:

42
43 
44 _____
45 Municipal Clerk

Content ID: 010017**Type:** AR_AllOther - All Other Resolutions

A RESOLUTION OF THE ANCHORAGE ASSEMBLY APPROVING THE UPDATED RECORDS RETENTION SCHEDULES FOR LEGAL CIVIL, MANAGEMENT AND BUDGET, EQUAL RIGHTS COMMISSION, FINANCE CONTROLLER DIVISION, FINANCE TREASURY DIVISION, FINANCE PROPERTY APPRAISAL DIVISION, REAL ESTATE HERITAGE LAND BANK, REAL ESTATE REAL ESTATE SERVICES, INTERNAL AUDIT, LIBRARY, PARKS

Title: AND RECREATION, EAGLE RIVER/CHUGIAK PARKS AND RECREATION, POLICE, MUNICIPAL MANAGER RISK MANAGEMENT, INFORMATION TECHNOLOGY, PORT OF ANCHORAGE, ASSEMBLY CLERK/ELECTIONS AND THE MUNICIPALITY OF ANCHORAGE GENERAL ADMINISTRATIVE RECORDS, AND THE NEW RECORDS RETENTION SCHEDULE FOR LEGAL CRIMINAL, IN ACCORDANCE WITH MUNICIPAL POLICY AND PROCEDURE 52-2.

Author: allena**Initiating Dept:** IT**Date Prepared:** 3/18/11 10:37 AM**Director Name:** Lance Ahern**Assembly Meeting Date:** 3/29/11

Workflow Name	Action Date	Action	User	Security Group	Content ID
Clerk_Admin_SubWorkflow	3/21/11 4:37 PM	Exit	Joy Maglaqui	Public	010017
MuniManager_SubWorkflow	3/21/11 4:37 PM	Approve	Joy Maglaqui	Public	010017
CFO_SubWorkflow	3/18/11 3:22 PM	Approve	Lucinda Mahoney	Public	010017
IT_SubWorkflow	3/18/11 2:36 PM	Approve	Lance Ahern	Public	010017
AllOtherARWorkflow	3/18/11 10:45 AM	Checkin	Toby Allen	Public	010017