



ORDINANCE 18-06

**AN ORDINANCE ENACTING ALEUTIANS EAST BOROUGH CODE CHAPTER 2.21
ENTITLED "RECORDS MANAGEMENT" ESTABLISHING PROVISIONS FOR RECORDS
MANAGEMENT.**

WHEREAS, certain state and federal laws require the Borough to retain certain records for a specific period of time; and

WHEREAS, as a political subdivision of the State of Alaska, the Borough shall promote the principles of efficient records management for local public records kept in accordance with state law; and

WHEREAS, it is the best interest of the Borough to adopt a comprehensive system for the collection, management, use and retention of Borough records;

NOW THEREFORE, BE IT ORDAINED BY THE ALEUTIANS EAST BOROUGH:

Section 1. That a new chapter 2.21 Records Management is hereby enacted as follows:

- 2.21.010 Purpose
- 2.21.020 Definitions
- 2.21.030 Management of Public Records
- 2.21.040 Regulations
- 2.21.050 Duties of Borough Departments

2.21.010 Purpose.

- A. The Management and preservation of Public Records Act (AS 40.21) provides for the orderly management of current local public records and preservation of noncurrent public records of permanent value.
- B. This chapter is intended to provide the Aleutians East Borough with a comprehensive system for the creation, acquisition, use, preservation, security, maintenance, transmission, retention, dissemination and disposal of Borough information contained in any record medium.

2.21.020 Definitions.

For the purpose of this chapter the following words and phrases, shall have the meaning set forth in this section:

- A. "Historic Value" means the value of a record for use at a later date in reconstructing a general history of the development and government of the borough.
- B. "Legal Value" means the value of a record for use as evidence in pending or threatened litigation or to document a legal relationship or event, including without limitation property and commercial transactions and legislative and judicial actions of the Aleutians East Borough.
- C. "Record" means all recorded information acquired or stored by the borough for future use or preservation, including any document, paper, book, letter, drawing, map, plat, photo, photographic file, microfilm, magnetic or paper, tape, card, electronic record, or other document of any other material, regardless of physical form or characteristic, developed or received under law or in connection with the transaction of official business.
- D. "Record Center" means a record depository managed by the Clerk's Office for the storage and disposition of noncurrent records.
- E. "Record Series" means any group of identical or related records which are normally used and filed as a unit and which permit evaluation as a unit for retention scheduling purposes, each record series shall be segregated according to series and the year of acquisition.
- F. "Vital Record" means records that are necessary to assure continuance of essential governmental operations to protect the legal and financial operations of the Borough in the event of disaster or catastrophic loss of Borough records.
- G. Retention Schedule" means the length of time a record series shall be kept.

2.21.030 Management of Public Records.

- A. The borough clerk or clerk's designee shall serve as the records manager and shall have the primary responsibility for the development, maintenance and operation of the Borough's records management system.
- B. Each department director shall designate a records coordinator. The records coordinator shall manage the department's records according to the adopted procedures, regulations, and retention schedule. Each department director shall provide the records manager the name and contact information of the records coordinator.
- C. The records manager shall develop and provide each department with a records classification and procedures manual listing a description of all record series maintained by the borough and a general schedule for the annual relocation of inactive records to the record center for storage or digital imaging for transfer to microfilm or another storage medium.

- D. The records manager shall cause records stored in computer memory device systems to be reviewed, stored and destroyed in the same manner and at the same time as if the records were maintained in written, printed or photographic form.
- E. The assembly shall adopt by resolution a records retention schedule and approve by resolution any changes to that retention schedule setting forth time schedules for retention of particular series of records.
- F. The records manager shall review and update the retention schedule biannually. Department records coordinators shall work with the records manager to review and update the department's record series and retention schedule biannually. Records coordinators shall fill out a retention schedule change form submit it to the department director for approval and submit it to the records manager for action.
- G. The records manager shall develop a schedule for the destruction or other disposal of obsolete records at the end of the retention period established for that type of record series. That schedule shall not apply to records of vital, historical, legal or financial value. Thirty days prior to destruction of an obsolete record, the records manager shall circulate to each department head for comment a detailed listing of all records to be destroyed and the date for destruction. The department director must respond prior to the date for destruction to prevent disposal of any record in the detailed listing.
- H. The records manager shall maintain a permanent log of all destroyed records. The borough clerk shall report to the Assembly annually a detailed description of the obsolete records destroyed.
- I. The records manager shall have the authority to provide a microfilm and/or electronic document imaging of records as designated for efficient management of active and inactive records.
- J. The records manager may replace any original record which is lost, worn or damaged by a certified copy of that record, and the replacement shall be considered an original record for all purposes.

2.21.040 Regulations.

The borough assembly may adopt regulations to effectuate this chapter. The borough clerk's office shall submit regulations to the assembly for approval, by resolution, to carry out the proposed purposes as set forth in this chapter.

2.21.050 Duties of Borough Departments.

Each department shall establish and maintain a file system in the most organized and efficient manner possible and in compliance with any records management regulations approved by the assembly.

Section 2. This ordinance shall become effective immediately upon its enactment.

ENACTED BY THE ALEUTIANS EAST BOROUGH ASSEMBLY THIS 8th DAY OF
MARCH, 2018.



Mayor Alvin D. Osterback

ATTEST:



Tina Anderson, Clerk

