

Requested by: Council Member Lowe
Prepared by: Deputy Clerk
Introduced: April 8, 2002
Public Hearing: April 22, 2002
Postponed: April 22, 2002 to after budget session
Brought back on Table: May 29, 2002
Adopted: May 29, 2002
Vote: Unanimous; Patrick absent

**CITY OF WASILLA
ORDINANCE SERIAL NO. 02-19**

AN ORDINANCE OF THE CITY OF WASILLA, ALASKA AMENDING THE FY-02 BUDGET BY APPROPRIATING \$10,000 FROM THE GENERAL FUND'S FUND BALANCE TO FUND A RECORDS MANAGEMENT ASSESSMENT FOR THE CITY OF WASILLA.

Section 1. Classification. This is a non-code ordinance.

Section 2. Purpose. To appropriate funds in order to fund a records management assessment for the City of Wasilla.

Section 3. Appropriation. Funds are appropriated to the following fund:

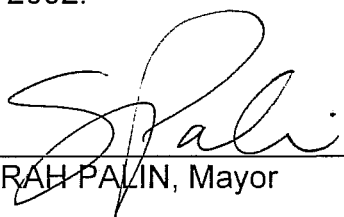
01.51.411.334.00 Other Professional Fees \$10,000

Section 4. Source of Funds.

General Fund's Fund Balance \$10,000

Section 5. Effective Date. This ordinance becomes effective upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on April 22, 2002.



SARAH PALIN, Mayor

ATTEST:




KRISTIE L. SMITHERS, CMC
City Clerk

[SEAL]



CITY OF WASILLA

**290 E. HERNING AVE.
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PHONE: (907) 373-9090
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TO: Wasilla City Council
THRU: Mayor Sarah Palin 
FROM: Kristie Smithers, City Clerk
DATE: April 2, 2002
SUBJECT: Ordinance Serial No. 02-19

SUMMARY:

As you know, Jeff Schowen with Acumen Services, visited city hall on March 28 and 29 to do a preliminary review of our records. During our walk-through of departments, everyone was very receptive to his presence and all expressed the need for us to concentrate more on records management within each department. Jamie and I too are eager to begin this long and well-worth effort to become more efficient citywide. We have learned many things from our short visits with Jeff to date and hope to provide a citywide records management system that will be on the cutting edge of records management programs and an example that smaller cities throughout the state of Alaska will look up to.

We have been discussing the need to improve our records management program for several years. I feel the time is right to get this project off the ground. We have the support of all department heads and they too are eager to become more efficient. When I introduced the idea of funding a records management system a few months ago during our budget work session, I thought the best solution was to purchase a product. Now as, I, myself am beginning to understand the many aspects of records management and some of the legal ramifications that could exist, my direction is now changing in a way that we first need to plan a little more before we purchase a product. This will eliminate excess funding and redundancy of storing unneeded records that could actually be purged rather than electronically stored.

The attached ordinance will provide funding for Acumen Services to perform an assessment that will aide us in understanding the process of retaining records for each department depending on need.

After the assessment is complete, staff will evaluate the findings and consider additional phases of the records management project depending on the recommendation and steps determined in the assessment. Jeff Schowen will be here to make about a 30-minute presentation during our meeting on April 22.

FISCAL IMPACT: If yes, amount requested: \$10,000
Account No.: General Fund, Fund Balance

CLERK'S RECOMMENDED ACTION: Introduce and set for public hearing.

ATTACHMENTS: Records Management Project Plan