



Alaska Land Mobile Radio Records Management Policy

1. Applicability

This policy applies to the Alaska Land Mobile Radio (ALMR) Communications System staff members, project officers, and any other ALMR personnel creating, coordinating, approving, or storing records pertaining to ALMR business activities. ALMR partnering agencies which include Department of Defense, State of Alaska, Federal Non-DOD, Alaska Municipal League, the Municipality of Anchorage, and other local agencies are encouraged to comply to the greatest extent possible. Any revision or update of this policy must be approved by the User Council.

2. Policy

For the purpose of this document, records are any data, written or electronic, which serves as recorded evidence of a business activity/transaction (i.e. charters, maps, surveys, purchase orders, meeting minutes, emails, etc.). Individual working papers are not considered official documents until 90 days from date of creation, at which time they must be maintained or destroyed according to established records destruction procedures.

All ALMR-related records will be stored according to ALMR Records Management Procedure 300-1, or local office governing procedures, as applicable.

Records will be maintained, archived, or destroyed per the National Archives and Records Administration (NARA), ALMR Records Management Procedure 300-1, DOD records standards, Air Force/Army records standards, Federal Non-DOD records standards, State of Alaska General Administrative Records Retention Schedule, Municipality of Anchorage records standards, or local agency procedures, as deemed applicable to the office possessing the records.

Any release of ALMR records will be subject to the guidelines in ALMR Records Management Procedure 300-1.

3. Procedures

Information is a valuable asset, and the records of the ALMR operations and maintenance organization are important sources of administrative, operational and historical information. It is vital to current and future program operations, for the continuing accountability and awareness of ALMR history and procedures, to maintain and protect these records. In addition, records form part of the public's perception of the organization.



*Alaska Land Mobile Radio Communications System
Records Management Policy Memorandum 300-1*

Alaska Land Mobile Radio

Therefore, systematic records management is fundamental to organizational efficiency and must be carried out in a manner that benefits the organization using the records and protects the public's interests. It ensures the right information is: 1) captured, stored, retrieved, and destroyed or preserved, according to need; 2) fully exploited to meet current and future needs and to support change; and 3) accessible to those who need to make use of it.

4. Effective Date

This policy shall become effective upon signature and shall remain in effect until rescinded. The policy shall be reviewed periodically and updated, as required.

Del Smith 3-22-10

Del Smith
Operations Manager
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