

Creating a Records Management Program

Finance Committee Meeting
May 11, 2005

Agenda

- Program content
- Status of project
- Plans and budget for 2005

CEO Goal II.F: Complete assessment/obtain attestation internal controls effectiveness

A Document Management Program is being developed for the efficient and systematic control of the creation, receipt, maintenance and disposition of corporate records.

Program Content

(both physical and electronic records)

- Clear written document retention policy
 - Defines when, where and who has records
 - Identifies retention schedules for legal, business and contractual obligations
 - Records no longer required are properly destroyed
 - Means of destruction clearly specified

Program Content continued

- Policy is effectively communicated and is followed
 - Periodic audits
 - Regular employee training
- Administrative procedures in place
 - Procedure to properly classify records
 - For normal storing, retrieving and destruction
 - Allows for stopping routine destruction if necessary

Current Status

- Issued an RFI in February
 - Committee of myself, Carol Johnson, Tom Schulman and Alan Remsen
 - 3 responses
 - Selected Acumen Information Services
 - Largest client base in Alaska
 - Contract signed
- Started project planning this week

Schedule for 2005

- Perform Records assessment (6 weeks)
 - With each of the Business units
 - Begins the Inventory process
 - Identifies records for “one-time purge”
- Develop Policy and standard records retention schedules
 - Based on business needs, contractual needs and legal or regulatory requirements
 - Brief Finance Committee in September

Schedule continued

- Perform an inventory of records in storage
 - Over 11,000 boxes
 - Six months to complete
- Develop Electronic records indexing procedures
 - MS Office Documents
 - LaserFiche Documents
- Develop Training program for “Record Coordinators”
 - December 2005

Questions & Answers