



Alaska Land Mobile Radio Records Management Policy

1. Applicability

This policy applies to the Alaska Land Mobile Radio (ALMR) Communications System staff members 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, Municipality of Anchorage and other local agencies are encouraged to comply, to the greatest extent possible. Any substantial revision or update of this policy must be approved by the User Council.

2. Policy

All ALMR-related records will be maintained, archived or destroyed per the National Archives and Records Administration (NARA), ALMR Records Management Procedure, 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.

3. Procedures

Systematic records management must be carried out in a manner that benefits the organization using the records and protects the public's interests. Information must be: 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This policy shall become effective upon signature and shall remain in effect until rescinded.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.

 3-10-16

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