

NONCODE ORDINANCE

Sponsored By: Assemblymember Sumner  
Introduced: 2/04/2020  
Public Hearing: 2/18/2020  
Adopted: 2/18/2020

**MATANUSKA-SUSITNA BOROUGH  
ORDINANCE SERIAL NO. 20-018**

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY APPROVING  
A REAPPROPRIATION OF \$230,000 FROM THE FISCAL YEAR 2020 ELECTION  
DIVISION OPERATING BUDGET 105.451.100, TO FUND 480, PROJECT NO.  
47527, FOR CONTENT MANAGER ELECTRONIC RECORDS IMPLEMENTATION.

WHEREAS, MSB 2.25 requires the Borough Clerk to manage municipal records and develop retention schedules and procedures for inventory, storage, and destruction of necessary records; and

WHEREAS, MSB 2.47 establishes a boroughwide records and information management program to improve the efficiency of record keeping and ensure accountability and other obligations relating to records management; and

WHEREAS, most of the information and public records produced by the Borough today are created electronically including email, documents, databases, audio/video, etc.; and

WHEREAS, electronic processes have resulted in a large and ever growing number of electronic records that must be managed and accessible, while also guarded so that exempt or confidential records are not disclosed except as permitted by law; and

WHEREAS, many staff still store their records on network drives and other repositories, which do not have adequate security and access controls, nor the ability to exert retention scheduling

and document destruction for compliance with the adopted retention schedule; and

WHEREAS, Borough network drives currently store hundreds of thousands of unmanaged documents dating back to 1997 which increases the Borough's risks while consuming additional resources; and

WHEREAS, in 2001, the Borough Assembly approved Content Manager (CM), also known as TRIM, as the Borough records management software; and

WHEREAS, CM is a Department of Defense (DoD) (US Government) certified electronic records software application, designed to manage, archive and destroy records with all the functionalities required by International Organization for Standards (ISO) 15489 1 & 2, and records management best practices; and

WHEREAS, CM is a global application that has customizable features for collaboration and security controls, to meet individual users' needs; and

WHEREAS, CM does not rely on integration with any other applications for compliance or collaborative functions; and

WHEREAS, according to Gartner Magic Quadrant report CM is one of their top ten recommended software; and

WHEREAS, the Clerk's Department is ready to start the next implementation phase, which is to transition from managing

electronic records on the network drives to managing electronic records in CM; and

WHEREAS, implementing and training 350 employees on processes specific to each division will require more time and resources than the Records Division staff can provide within a reasonable time frame; and

WHEREAS, the Borough will be best served by hiring a consulting firm with records and information credentials, extensive experience with CM, and experience implementing electronic records according to ISO Standards, including business process review and analysis, and training techniques; and

WHEREAS, it is necessary to appropriate funds into the nonlapsing project account in order to complete the project.

BE IT ENACTED:

Section 1. Classification. This Ordinance is a noncode ordinance.

Section 2. Appropriation Source. The Assembly hereby reappropriates \$230,000 from fund 105.451.100 to fund 480, Project No. 47527, Content Manager Electronic Records Implementation.

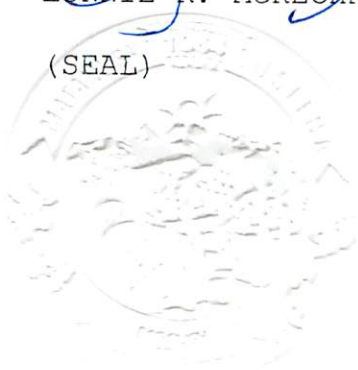
Section 3. Effective Date. This ordinance shall take effect upon adoption.

ADOPTED by the Matanuska-Susitna Borough Assembly this  
18 day of February, 2020.

  
VERN HALTER, Borough Mayor

ATTEST:

  
DONNIE R. McKECHNIE, CMC, Borough Clerk  
(SEAL)



PASSED UNANIMOUSLY: Hale, Nowers, McKee, Leonard, Mayfield,  
Sumner, and Boeve