

Board of Delegates Meeting

Wednesday, December 18th, 6pm-8pm

In Person: FCC Conference Room

Zoom Meeting: <https://us06web.zoom.us/j/89600528663> | Meeting ID: 896 0052 8663



Holiday Potluck – 5:30pm



Come a little early and mingle with your fellow delegates!
Bring a dish to share.

Part I – The Board Meeting

ACTION	ESTIMATED TIME
1. Meeting Opening – Chair Edgington 1.1. Call to order & introductions	10 minutes
2. Consent Agenda 2.1. Approval of Agenda 2.2. Approval of Minutes 2.3. Approval of Staff Report*	5 minutes
3. Decision Topic – Treasurer LeMay 3.1. Treasurer Report - 2024 Budget 3.2. 2025 Budget Update	15 minutes
4. Decision Topic – Executive Committee 4.1. Privacy Policy	10 minutes
5. Decision Topic – Chair Edgington 5.1 Resolution 2024-03 (v.2)	5 minutes
6. Discussion Topic – Executive Committee 6.1 Retention Policy Introduction	10 minutes
7. Comment Period	<i>If Applicable</i>
8. Move to second agenda	--

Community Councils Center 1057 West Fireweed Lane, Suite 100, Anchorage, AK 99503

Abbott Loop | Airport Heights | Basher | Bayshore – Klatt | Bear Valley | Birchwood | Campbell Park | Chugiak | Downtown | Eagle River
Eagle River Valley | Fairview | Girdwood | Glen Alps | Government Hill | Hillside Huffman – O'Malley | Midtown | Mountain View
North Star | Northeast | Old Seward – Oceanview | Portage Valley | Rabbit Creek | Rogers Park | Russian Jack Park | Sand Lake
Scenic Foothills | South Addition | South Fork | Spenard | Taku – Campbell | Tudor Area | Turnagain | Turnagain Arm | University Area

Part II – The Coalition Meeting

ACTION	ESTIMATED TIME
1. Meeting Opening – Chair Edgington	--
2. Education Topic 3.1 Council Updates – Girdwood through Portage Valley Council Updates November: Girdwood, Glen Alps, Government Hill, Hillside, Huffman / O'Malley, Midtown, Mountain View, North Star, Northeast, Old Seward / Oceanview, Portage Valley	15 minutes <i>(1 minute per council, then time for other councils with urgent business)</i>
3. Education Topic – Representative Reports 3.1. Mayor – Marie Husa 3.2. Assembly – Christopher Constant, Chair 3.3. School Board – Andy Hollman, President	20 minutes <i>(5 min each with time for questions)</i>
4. Education Topic 4.1. Pedestrian Safety – AK DOT&PF	20 minutes
5. Comment Period	<i>If Applicable</i>
6. Adjourn	--

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Board of Delegates Agenda Explainer

Welcome to the November 2024 Agenda! To better help facilitate the Board of Delegates meeting in an efficient manner, the agenda has been re-organized over the last few months. We wanted to take a moment to explain some of the changes. Attached you will also find a quick reference for Robert's Rules.

- THE BOARD MEETING VS. THE COALITION MEETING
 - **Purpose:** To clarify what is being discussed during different parts of the meeting and what role the delegates hold during that time.
 - **The Board Meeting:** where delegates learn and discuss the business of the non profit known as the Federation of Community Councils. Delegates act within their role as non profit board members.
 - **The Coalition Meeting:** where delegates learn and discuss the work of Community Councils. Delegates act as representatives of their Community Councils.
- ESTIMATED TIME
 - **Purpose:** To ensure the meeting runs efficiently and to respect the time of all present.
 - **How It Works:** The Chair will keep time of each section and respectfully remind delegates and presenters when the time allotted has been reached.
- CONSENT AGENDA
 - **Purpose:** To streamline meetings by consolidating routine items that don't require debate into a single agenda item for efficient approval.
 - **How It Works:** Before the meeting, all members should be familiar with the items on the consent calendar, and if anyone has an objection to any item, they can request to have it removed from the consent agenda and discussed separately.
 - **Approval Process:** The chair will ask if there are any objections to approving all items on the consent calendar as a group; if no objections are raised, the entire consent agenda is considered approved with a single vote.
 - **Request To Pull An Item:** If a member feels a question cannot be adequately answered within the consent agenda format, they can request to have that specific item removed from the consent agenda for separate discussion.
 - **No Need For A Motion:** Typically, simply stating the desire to remove an item is sufficient to have it pulled from the consent agenda.
- EDUCATION TOPIC VS. DECISION TOPIC VS DISCUSSION TOPIC

- **Purpose:** To help delegates understand the objective of the topic and properly prepare.
 - **Education Topic:** To inform participants about a topic, often including background details and relevant data. *Example – reports from Municipal branches such as the Mayor’s Office, the Assembly, and ASD*
 - **Discussion Topic:** To introduce a new item OR openly exchange perspectives, brainstorm ideas, and explore different angles on a topic. *Example – a introducing new policy for the FCC.*
 - **Decision Topic:** To reach a conclusion or choose a course of action on a specific issue. *Example – final discussion and ratification of a new policy for the FCC.*
- COUNCIL UPDATES
- **Purpose:** To efficiently hear updates from councils so that none are excluded without monopolizing the entirety of the meeting.
 - **How It Works:** 11-13 Councils each meeting will have 1 minute to report on what is happening in their council. Any remaining time will be open floor for additional councils to report on any urgent business. Councils will get to report 3 – 4 times annually.
 - **Breakdown:** The bottom of the agenda will show which councils are reporting for that meeting.
 - ◇ Group A (A thru F): *Abbott Loop, Airport Heights, Basher, Bayshore/Klatt, Bear Valley, Birchwood, Campbell Park, Chugiak, Downtown, Eagle River, Eagle River Valley, Eklutna Valley, Fairview*
 - ◇ Group B (G thru P): *Girdwood, Glen Alps, Government Hill, Hillside, Huffman/O’Malley, Midtown, Mountain View, North Star, Northeast, Old Seward/Oceanview, Portage Valley*
 - ◇ Group C (R thru Z): *Rabbit Creek, Rogers Park, Russian Jack, Sand Lake, Scenic Foothills, South Addition, South Fork, Spenard, Taku/Campbell, Tudor Area, Turnagain, Turnagain Arm, University Area*

Parliamentary Procedure

A Reference Guide to Moving the Meeting Along *(without going outside to settle the question)*

TO DO THIS*	YOU SAY THIS	May You Interrupt the Speaker?	Do You Need a Second?	Is the Motion Debatable?	What Vote is Required?
Adjourn the meeting	I move that we adjourn	No	Yes	No	Majority
Recess the meeting	I move that we recess until...	No	Yes	No	Majority
Suspend further consideration of the item	I move we table it	No	Yes	No	Majority
End debate ("Ask the question")	I move the previous question	No	Yes	No	2/3 Vote
Postpone consideration of item	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this to committee	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or to personal affront	Point of Order	Yes	No	No	No vote; Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for a count to verify voice vote	I call for a division of the house	No	No	No	No vote
Take up a matter previously tabled	I move to take from the table...	No	Yes	No	Majority
Reconsider something already acted on	I move we reconsider action on...	No	Yes	Yes	Majority
Consider item not on agenda	I move we suspend the rules and...	No	Yes	No	2/3 Vote
Cote on a ruling by the chair	I appeal the chair's decision	No	Yes	Yes	Majority
Limit # of speeches per member in a motion	I move members be limited to	No	Yes	No	2/3 Vote
Complain about the room temperature, noise, etc.	Point of privilege	Yes	No	No	No Vote

*Items in red text are not amendable

**Federation of Community Councils, Inc.
Board of Delegates Meeting
In-Person at the FCC Office and via Zoom**

November 20, 2024, Draft Minutes

1. Call to Order and Establish Quorum: Mike Edgington, Chair

Meeting was called to order at 6:00 p.m. Quorum attained.
Zoom meeting being recorded, including the “Chat”. There is no expectation of privacy.

FCC Delegates in attendance (27)

Abbott Loop - Lizzie Newell	Mountain View – Daniel George
Airport Heights – Amanda Moser	North Star – Penny Gage
Basher – Don Crafts	Northeast – Monica Schwingendorf
Bayshore/Klatt – <i>Not Present</i>	Old Seward/Oceanview – Gary Meaders
Bear Valley – Kaitlyn Jackson	Portage Valley – <i>Not Present</i>
Birchwood – <i>Not Present</i>	Rabbit Creek – Mike Kenny
Campbell Park - Kevin Fimon	Rogers Park – Jill Klein
Chugiak – Darryl Parks	Russian Jack – Kathleen Plunkett
Downtown – <i>Not Present</i>	Sand Lake – <i>Not Present</i>
Eagle River – Cliff Cook	Scenic Foothills – Patrick LeMay
Eagle River Valley – Alex Jorgenson	South Addition – John Thurber
Eklutna Valley – <i>Not Present</i>	South Fork – <i>Not Present</i>
Fairview – Allen Kemplen	Spenard – Sarah Preskitt
Girdwood (GBOS) – Mike Edgington	Taku-Campbell – <i>Not Present</i>
Glen Alps – <i>Not Present</i>	Tudor – <i>Not Present</i>
Government Hill – Bob French	Turnagain - Cathy Gleason
Hillside – Bruce Vergason	Turnagain Arm – Michael Packard
Huffman/O’Malley – Jason Norris	University Area – Al Milspaugh
Midtown – Kris Stoeher	

Others in attendance:

FCC Arianna Bellizzi, Executive Director
FCC Ali Rambo, Office Administrator
Barbara Jones, Representative of the Mayor’s Office
Chelsea Ward-Waller – CIP Coordinator, Municipality of Anchorage - Project Management & Engineering
Taylor Keegan – Superintendent, Municipality of Anchorage Parks & Recreation

1. Meeting Opener – Chair Edgington

a. 1.1 Call to order & introductions

2. Consent Agenda

- a. **2.1 Approval of Agenda**
- b. **2.2 Approval of Minutes**
- c. **2.3 Approval of Staff Report**
- d. **2.4 Approval of Treasurer’s Report**

Motion to approve made by Bruce Vergason, seconded by Jason Norris, unanimously approved by consent.

- i. There was a question regarding the Treasurer’s Report & if it will be presented on a quarterly basis – Chair Edgington confirmed this.

3. Decision Topic – New Treasurer Election

- a. Daniel George nominated Patrick LeMay from Scenic Foothills, seconded by Amanda Moser.
 - i. Patrick LeMay was elected Treasurer of the FCC board by unanimous consent.

4. Discussion Topic – Privacy Policy Introduction

- a. The privacy policy was introduced to clarify the organization's handling of information and to ensure compliance with federal and state laws.
 - i. The Privacy Policy will be voted on at the next FCC Delegates Meeting – December 18th, 2024.

5. Discussion Topic – Resolution 2024-03 Introduction

- a. A resolution was presented to thank the Assembly for their support through 2024.
 - i. The Resolution will be voted on at the next FCC Delegates Meeting – December 18th, 2024.

6. Comment Period

- a. There was brief discussion from the board regarding the recent events & trainings the FCC has been putting on – a few members expressed their gratitude from the information they learned at these events.

Part II – FCC Community Council Collaboration Meeting

7. Meeting Opener – Chair Edgington

8. Education Topic

- a. **Mayor's office – Barbara Jones**
 - i. Presented the 2025 budget, highlighting its focus on safe streets, homelessness, public safety, good government, and infrastructure investments. There were discussions about the attendance of representatives from the mayor's office at community council meetings – It was acknowledged that there is a challenge to attend all 37 community council meetings at this time, but promised to provide an update in January. There were also requests for more regular updates from the mayor's office, particularly on homelessness issues.
- b. **Assembly – Christopher Constant, Chair**
 - i. Not Present at this meeting
- c. **School Board – Andy Holleman, President**
 - i. Not Present at this meeting

9. Education Topic

- a. **Council Updates – Abbott Loop Thru Fairview**
 - i. Abbott Loop – Pedestrian crossings and safety concerns in parks have been consistent topics at their meetings
 - ii. Airport Heights – No update at this time
 - iii. Basher – Focused on wildfire mitigation & the single – access to Basher. A Barrier swap will be coming up in spring, they've been discussing the boundary changes regularly as well
 - iv. Bear Valley – They've been focused on the discussion about the potential closure of Bear Valley Elementary School.
 - v. Campbell Park – Pedestrian Safety has been widely discussed at the last meeting, also talking about how important getting the sidewalks cleared now that the snow has fallen, as well as a need for speed limit enforcements.
 - vi. Chugiak – Guardrail areas need work, as well as discussion about the Boundary Changes with Tom Davis. Looking at voting on a new start time for their meetings.

- vii. Eagle River – Couple of resolutions on their radar – Pertaining to the Eklutna Casino, & some housing developments being built, a resolution was submitted concerning support from Parks & Rec. Looking at the CIP priorities, & alerting the community to that.
- viii. Eagle River Valley – Ram Valley Access Trail has been a consistent topic
- ix. Fairview – APD lieutenant presented at their last meeting about the mobile intervention team, as well as a presentation about the Eastchester Park Master Plan, & an updates on Reconnecting Fairview Grant, & Snowfighters Grant. Having a Holiday Party in December as well.
- x. Scenic Foothills – Is holding a Special Meeting December 5th for 2 reasons, the first is about the amount of school closures that are happening in their Community Council Boundaries – They’ve started a draft Resolution in response to this. The second is in response to fight Wildland Fires Suppression in support of Basher CC.
- xi. Rabbit Creek – Concerned about the tentative closure of Bear Valley Elementary.
- xii. Turnagain – There is concern about the proposal to decrease the area on the coast in Community Council boundaries. Turnagain would lose a fair amount of square footage along the coast – this raises concerns about the amount of weigh in councils could have in the future surrounding projects that happen in those areas. They are currently working on a resolution in response, & invite other coastal Community Councils to join the discussion.
- xiii. Midtown - reported on their district plan, & the addition of funds for a chalet at Cuddy Park thanks to the assistance of Assembly members helping them with the CIP process.

10. Education Topic

a. **CIP Training – Chelsea Ward-Waller, PM&E & Taylor Keegan Parks & Rec**

- i. The rest of the meeting discussed the Capital Improvement Program (CIP) process in the municipality, focusing on the roles of Public Works and Parks and Recreation departments. The CIP process involves identifying needs, annual programs, and evaluating projects. The timeline for the CIP process was adjusted to better align with community councils' needs, with the survey launching in January. The meeting also addressed the challenges faced by community councils in understanding and participating in the CIP process.
- ii. The importance of community feedback and support for project success was emphasized. The conversation ended with a discussion on the project evaluation process and the need for different categories in the survey to facilitate better ranking and comparison of projects.

11. Comment Period – None

12. Adjourn – Meeting was adjourned at 8:00 pm.

Minutes respectfully submitted by Alison Rambo

_____ Date: _____

_____ Date: _____

FEDERATION OF COMMUNITY COUNCILS

Board of Delegates

Staff Report – December 2024

SUMMARY

As we approach the closing chapters of 2024, let us take a moment to truly appreciate the unwavering dedication that the Federation has poured into enacting transformative change. Driven by the passion and relentless efforts of our Executive Committee members, we have not only welcomed and nurtured new staff but have also laid the groundwork for a thriving future with innovative policies that resonate with our community's needs. The engagement with the public has been invigorating, creating bonds that ignite hope and foster collaboration. This year, the Federation has embarked on a courageous journey of training and development, enlightening minds and empowering hearts. This remarkable organization stands as a beacon of support for our community, and the strides we've taken this year are just the beginning of an enduring legacy that will continue to support for generations to come.

2024 STRATEGIC GOALS

Training | Townhall Series

80 In Person Attendees

50 Live Online Watchers

200+ Post Event Views

Website Update

- Logo Refresh
- Consumer Use Survey
- Design Decisions
- Building Website
- Info Migration
- Training
- Launch!

Outreach | Presentations

5 Community Council 101 presentations

15 presentations to Community Councils

Community Council Support

- **19 Councils** using FCC supported Zoom meetings
- **6 Councils** Fiscally Sponsored
- **5 Open** Grants
- **3 Mailers** sent out since Jan. 2024
- **2 Board** Roles & Responsibilities Training Sessions

Upcoming Programming

- **January 16th** – Assembly 101
 - Double Shovel Cider, 6pm – 8pm

Online Resources for Council Boards



Community Council Executive Board Resources: Here you can find links to resources on a variety of topics including leadership, meetings, committees, government, and more. Recently posted – Submitting New By-Laws, a step-by-step walkthrough. Check back regularly for updates.



FCC Youtube: A one-stop shop for all our visual resources including the 2024 Townhall Series, our delegate meetings, and other training.

RECOGNIZING BOARD MEMBERS

We want to recognize our board members who attended every meeting in 2024.

- ◇ Al Milspaugh, University Area
- ◇ Daniel George, Mountain View
- ◇ Cathy Gleason, Turnagain
- ◇ Kathleen Plunkeet, Russian Jack,
- ◇ Kevin Fimon, Campbell Park

Additionally, we want to recognize our new board members who joined our organization this year.

- ◇ Alex Jorgensen, Eagle River Valley
- ◇ James Thorton, Fairview
- ◇ Bruce Vergason, Hillside
- ◇ Jason Norris, Huffman/O'Malley
- ◇ Monica Schwingendorf, Northeast
- ◇ Marilyn Pillifant, Rogers Park
- ◇ Evan Leaf, Sand Lake

NEXT BOARD MEETING

Wednesday, January 19th, 6pm – 8pm

**Remember to watch for the Executive Director recap after this meeting to find all important contacts, links, and information to share at your next Council meeting.*



FEDERATION OF
COMMUNITY COUNCILS
ANCHORAGE | EAGLE RIVER | GIRDWOOD

Privacy Policy

Federation of Community Council

2024

1. **Organizational Privacy & Confidential Information.** Respecting the privacy of our constituents, donors, staff, volunteers and of the Federation of Community Councils itself is a basic value of Federation of Community Councils.
 - 1.1. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director or Chair. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.
 - 1.2. Board members, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.
 - 1.3. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.
2. **Personal Privacy.** The Federation of Community Councils (FCC) is committed to protecting your privacy. This policy explains how we collect, use, and safeguard your personal information when you interact with us, including through our email sign-up form and any data provided by community councils.
 - 2.1. **Information We Collect.** We collect the following types of personal information:
 - 2.1.1. **List-Serv/Digital Information:** This may include your name, email address, phone number, and mailing address when you sign up for our email list or provide information through other digital forms.
 - 2.1.2. **Community Council Sign-In Information:** We may collect and store personal data provided by community councils, which may include member names, contact information, and other relevant details necessary for community engagement.
 - 2.2. **How We Use Your Information.** The personal information we collect is used for the following purposes:

- 2.2.1. Communication: To send you newsletters, updates, and other communications related to FCC activities and community council events.
 - 2.2.2. Community Engagement: To facilitate communication and coordination within and between community councils.
 - 2.2.3. Improving Our Services: To enhance our services and address the needs of the community.
- 2.3. Information Sharing and Disclosure. We do not sell, trade, or otherwise transfer your personal information to outside parties except as described below:
 - 2.3.1. With Your Consent: We may share your information with third parties if you have given us explicit permission to do so.
 - 2.3.2. Service Providers: We may share your information with trusted service providers who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential.
 - 2.3.3. Legal Requirements: We may disclose your information if required to do so by law or in response to valid requests by public authorities (e.g., a court or government agency).
 - 2.3.4. Community Councils: We may share your information with the Community Council Chair or President of whichever list-serv you subscribed to. See the FCC *Electronic Mailing List Policy* for specifics on when this can occur.
- 2.4. Data Security. We implement a variety of security measures to maintain the safety of your personal information. However, no method of transmission over the Internet or electronic storage is completely secure, and we cannot guarantee its absolute security.
- 2.5. Data Retention. We will retain your personal information only for as long as is necessary for the purposes set out in this Privacy Policy, or as required by law.
- 2.6. Your Rights. You have the following rights regarding your personal information:
 - 2.6.1. Correction: You can request that we correct any inaccuracies in your personal information.
 - 2.6.2. Opt-Out: You can opt out of receiving future communications from us by following the unsubscribe link in our emails.
- 3. **Changes to This Privacy Policy.** We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date. We encourage you to review this Privacy Policy periodically to stay informed about how we are protecting your information.

4. **Contact Us**

If you have any questions about this Privacy Policy or the information we hold about you, please contact us at:

Federation of Community Councils
1057 W Fireweed Lane
Suite 100
Anchorage, AK 99503
(907) 277-1977
info@communitycouncils.org

Resolution 2024-03

Resolution Expressing Gratitude to the Anchorage Assembly, Clerk's Office, and Municipal Ombudsman for Their Support Through 2024 Grant Funding

WHEREAS the Federation of Community Councils (FCC) is committed to empowering Community Councils by fostering civic engagement and facilitating public participation in municipal governance;

WHEREAS since 1978, the Anchorage Municipal Assembly has recognized the importance of this mission, establishing the first contract with the FCC to ensure the provision of materials, office space, and essential resources to support Community Councils;

WHEREAS in 2023, it was acknowledged that the FCC required enhanced funding and resources to fulfill its mission more effectively, thereby providing stronger support to Community Councils;

WHEREAS Assembly Members, Clerk's Office staff, and Federation Delegates collaborated diligently to secure additional funding in the 2024 Municipal Budget, enabling the FCC to hire skilled staff and develop vital training resources;

WHEREAS the Municipal Ombudsman was entrusted with the responsibility of overseeing training funds and supporting FCC staff in the seamless implementation of these programs;

WHEREAS the Clerk's Office provided indispensable resources and steadfast support to ensure the FCC received adequate funding to carry out its work;

WHEREAS Assembly Members dedicated time and resources to educate both Community Councils and FCC staff, further strengthening the capacity and effectiveness of these entities;

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NOW, THEREFORE, BE IT RESOLVED that the Federation of Community Councils' Board of Delegates extends its deepest gratitude to the Anchorage Assembly, Clerk's Office, and Municipal Ombudsman for their unwavering support, dedication, and prioritization of funding, which have been instrumental in advancing the mission of the FCC and bolstering the impact of Community Councils across the Municipality of Anchorage.

Resolved, this ____ day of _____ 2024

Federation of Community Councils Chair

Date

Vote: In Favor _____, Opposed _____, Abstained _____

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Retention Policy

Federation of Community Council
2024

The Federation of Community Council (FCC) recognizes the importance of historical archives for future knowledge and research. The FCC also recognizes such information should be readily available information for public use. In order to keep available relevant information for the public and community council use, the FCC establishes a retention policy.

1. Definitions.

- 1.1. Website - www.communitycouncils.org
- 1.2. Internal Digital Database - Digital cloud storage or storage on FCC owned servers.
- 1.3. Community Council Work Product - Resolutions, correspondence, and meeting records.
- 1.4. Community Council Other Product - Presentations, draft plans, representative updates, etc.

2. Website Retention.

- 2.1. The FCC will retain all documents uploaded or published on www.communitycouncils.org for 5 years from publishing.
 - 2.1.1. After the five years, Community Council Other Products can be removed by FCC staff and saved in the internal digital database.
- 2.2. The FCC will retain all Community Council Work Products uploaded or published on www.communitycouncils.org for 20 years from publishing.

3. Internal Digital Database.

- 3.1. The FCC internal digital database will retain digital copies of Community Council Other Products for an additional 5 years after publishing.
- 3.2. The FCC internal digital database will retain digital copies of FCC organizational documents for 20 years from creation or publishing.
- 3.3. The Community Council digital files are accessible for public use by request. The request for these files can be made at any time via phone or email and the FCC staff will endeavor to respond within 1-2 business days with the appropriate information.
- 3.4. Digital files will be saved with the UAA archives whenever possible before any disposal is made. FCC staff will work with individual Community Councils to ensure proper archiving of documents.

4. Physical Copies.

- 4.1. The FCC office will retain physical copies of Community Council Work Product, when provided, for 10 years from creation or receiving.
- 4.2. The FCC office will retain physical copies of FCC organizational documents for 10 years from creation or receiving.
- 4.3. The FCC office will retain physical copies of local, state, and federal documents, when provided, for 1 year from creation or receiving.

- 4.4. Digital copies of the physical copies will be made when received and saved to the internal digital database.
 - 4.5. After 10 years, Community Council Work Product will be saved with the UAA archives whenever possible before any disposal is made. FCC staff will work with individual Community Councils to ensure proper archiving of documents
- 5. Additional Retention.**
- 5.1. Whenever funding and physical/digital space allows, the FCC will endeavor to keep information longer.
 - 5.2. Special requests can be made to keep limited information longer. Please submit that request to FCC staff at info@communitycouncils.org. Staff will review the request and accommodate whenever feasible. Denied requests can be appealed to the FCC Chair.
 - 5.3. The FCC retains the right to withhold public information requests if the staff or executive committee believes that releasing the information runs counter to the FCC Privacy Policy.
- 6. Removal of Documents.**
- 6.1. FCC staff will notify a Community Council Chair/President before Community Council Work Product documents are removed from the internal digital database or FCC Office.
 - 6.2. Notification will be done via email to the most recent contact provided by the Council.