

**STATE OF ALASKA**  
**DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT**

DIVISION OF LIBRARIES, ARCHIVES & MUSEUM  
ALASKA STATE ARCHIVES | RECORDS AND INFORMATION MANAGEMENT

PO BOX 110571, Juneau, AK 99811-0571  
395 Whittier Street, Juneau, AK 99801-1718  
Phone: (907) 465-2317 or (907) 465-2276  
[rim@alaska.gov](mailto:rim@alaska.gov)

## INSTRUCTIONS FOR RECORDS DISPOSITION AUTHORIZATION FORM

FIELD NO.	FIELD TITLE	INSTRUCTIONS	EXAMPLE
1	Department	Enter your department's name	Education and Early Development
2	Dept. No.	Enter your departmental I.D. number	05
3	Division	Enter your division's name	Division of Early Development
4	Agency Name	Enter your agency's name	Early Development
5	Agency ID No.	Enter your agency's I.D. number	454
6	Location of Records	Enter the physical address where the records are being held.	
7	Contact Person	Enter the name of the person to contact regarding the disposal of records.	
8	Contact Person Phone No.	Enter the telephone number of the contact person.	
9	Authorization	Read the description to ensure the records meet the criteria for "unscheduled".	
10	Confidentiality Restrictions	If the records are confidential then please check the appropriate box and cite the specific law or regulation which places confidentiality restrictions on these records. If not, check "No".  Check the box if they are confidential under the State of Alaska Constitution, Article 1, Section 22	19 AAC 65.391
11	Record Series Description	Briefly provide a description of the records to assist in a determination of value for the records.	
12	Inclusive Dates	Enter the inclusive dates covering all the records in that series due to be disposed of.	2006-2008

<b>FIELD NO.</b>	<b>FIELD TITLE</b>	<b>INSTRUCTIONS</b>	<b>EXAMPLE</b>
13	Method of Destruction	Please check the box for the contractor that you wish to use to dispose of the records detailed on the Records Disposition Authorization form.	
14	Number of boxes	Enter the total number of boxes of records due for disposal.	
15	Approvals	Before sending this form to the RIMS for approval, the appropriate Records Officer and Division Director must sign this form. Because the records are not covered by a records retention and disposition schedule, the RIMS will seek approval from the Commissioner of Administration and Office of the Attorney General as well before final approval.	