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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 235   Schedule No: 07-235.1

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

EMPLOYMENT SECURITY DIVISION

235 - EMPLOYMENT SERVICES SECTION/ALASKA JOB CENTERS

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are confidential under AS 23.20.110. This schedule supersedes #71504.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.			
Division Director	Signature of Division Director		Date
	Original signature held on file.		12/23/2008
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
Original signature held on file.	1/13/2009	*Original signature held on file.*	1/21/2009
State Archivist	Date	Records Analyst	Date
Original signature held on file.	2/17/2009	*Original signature held on file.*	12/23/2008

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - Job Seeker Information (Originals) This series consists of job seeker ES registration, individual accounts, personal profile information, veteran's status, resumes, letters, online applications, assessments, and job search history. .	H	C		C = Until information is input into ALEXsys and verified.
001.2 - Job Seeker Information (Electronic Copy) This series consists of job seeker ES registration, individual accounts, personal profile information, veteran's status, resumes, letters, online applications, assessments, and job search history. Maintained electronically in ALEXsys.	E	C+5		C = Exited from Wagner-Peyser (and partner program if applicable). Delete, purge, or destroy data five years after exit; or, until information is obsolete, superseded or administrative need is met, whichever is later.
002.1 - Employer Information (Originals) This series consists of registered employer accounts, worksites, contacts, corporate profiles, recruitment plan, candidate resumes, job orders, virtual recruiter, training programs and providers.	H	C		C = Until information is input into ALEXsys and verified.
002.2 - Employer Information (Electronic Copy) This series consists of registered employer accounts, worksites, contacts, corporate profiles, recruitment plan, candidate resumes, job orders, virtual recruiter, training programs and providers. Maintained electronically in ALEXsys.	E	5		Delete, purge, or destroy data after five years; or, until information is obsolete, superseded or administrative need is met, whichever is later.
003.1 - Job Orders (Originals) This series consists of job order verification, job order referrals, job order follow-up, and job order referral results.	H	C		C = Until information is input into ALEXsys and verified.
003.2 - Job Orders (Electronic Copy) This series consists of job order verification, job order referrals, job order follow-up, and job order referral results. Maintained electronically in ALEXsys.	E	5		Delete, purge, or destroy data after five years; or, until information is obsolete, superseded or administrative need is met, whichever is later.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key		Format Key	Bus. Ess = Business Essential
A = Until Audit	PO = Permanent (Retain in agency office)	H = Hardcopy	1. Are necessary for emergency response
C = Cut-off event/date	S = Until Scanned	E = Electronic	
CY = Current Year	T = Transfer	D = Database	2. Are necessary to resume or continue operations
CFY = Current Fiscal Year	TO = Term of Office	M = Microform	
PA = Permanent (Transfer to State Archives)			

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
004 - ALEXsys Reports This series consists of reports on registered individuals, registered employers, enrolled individuals, services provided to individuals, tracking, resumes, job orders, activities, ETA 9002 quarterly, ETA 9048 profile, reportlancher reports, and WPRS 9048. Maintained electronically in ALEXsys.	E	C+5		C = Delete, purge or destroy data five years after validation period has passed; or, until information is obsolete, superceded or no longer needed for business purposes, whichever is later.
005 - Labor Market Information This information is generated by DOLWD, refer to schedule #07-222.1 (Research & Analysis). Maintained electronically in ALEXsys.	E	5		Delete, purge or destroy data after five years; or, until information is obsolete, superceded or no longer needed for business purposes, whichever is later. The Workforce Information Database (WID) is maintained by the Research & Analysis section and is stored indefinitely.
006.1 - Resource Room Sign-in Sheet (Originals) This is a basic job seeker profile completed by the job seeker or staff upon job seeker entry to a job center. Staff queries ALEXsys by last name or SSN, and inputs service codes identifying needs and activities.	H	C		C = Until information is input to ALEXsys and verified.
006.2 - Resource Room Sign-in Sheet (Electronic Copy) This is a basic job seeker profile completed by the job seeker or staff upon job seeker entry to a job center. Staff queries ALEXsys by last name or SSN, and inputs service codes identifying needs and activities.	E	5		Delete, purge or destroy data after five years; or, until information is obsolete, superceded or no longer needed for business purposes, whichever is later.
007 - ALEXsys ALEXsys is the web-based labor exchange program that houses all job seeker, employer, veteran, and labor market information for the State of Alaska. Information is tracked, monitored, and extracted for reporting requirements.	D	PO	Y	Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
008 - Adjudications This series includes information related to 45 adjudication issues. A "45" issue denotes failure to register for work and provide an online resume on ALEXsys. This disqualifies eligibility for unemployment insurance benefits until resolved.		C+5		C = Until resolution.

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