

GUIDELINES FOR AGENCIES BEING REORGANIZED OR TERMINATED

This guide will assist you in ensuring that all records held by your agency are managed properly during and after the reorganization or termination of your agency. Particular advice will be given to paper, electronic and email records.

The length of time you have until your agency is reorganized or terminated, will dictate as to how much you can achieve. The main goal is to ensure that the paper and microform records that are being retained and transferred through to either the inheriting agency, records center or State Archives are properly identified, boxed and labeled, emails are properly archived according to the State Email Archiving Policy and that electronic records have been successfully transferred to new servers (if applicable).

General Guidance



1. Make sure all records stored at home or on personal devices have been transferred to your agency office/server/email archival folders so they may be managed during this process.
2. Inform the RIMS of the agency that will be inheriting the responsibility for the records from the agency being reorganized or terminated.
3. If your agency has records currently stored in a records center, inform your departmental Records Officer of the agency that will become responsible for the records and ask them to inform the relevant records center to change the agency ID/account number to that of the inheriting agency.
4. If records need to be sent to a records center, continue to use the soon to be obsolete agency's I.D. number on the RTL as this will be updated to the inheriting agencies I.D. number.
5. If you are transferring boxes of records to the inheriting agency's office, make sure that there is enough space for those boxes and that the allocated space/building structure is able to bear the weight of the boxes.
6. If you are unsure how many boxes you may need or need to estimate the space that you will require to store the records, use the volume conversion table at the end of this guidance document.
7. If records need to be transferred to the State Archives, complete the *Transfer of Public Records to State Archives* form as normal.

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8. All employees who are no longer being retained by the State of Alaska should set an out-of-office message informing people that they will no longer be working for the State of Alaska and include an alternative contact.

9. Destroy all records that do not need to be kept. This should be done in accordance with your agency's records retention and disposition schedule and the General Administrative Records Retention and Disposition Schedule (GARRDS).

All records destruction procedures as detailed in the RIMS Manual should be followed. The RIMS Manual can be found on the RIMS homepage at:

http://archives.alaska.gov/records_management/records_management.html

10. Make a list of all the software packages that your agency uses, license agreement dates, administrator log-in details for the relevant staff in the inheriting agency.

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Paper Records

If you are putting records into storage boxes, which will either be sent to one of the state's approved records centers or transferred to another agency office, ensure that the boxes are labeled appropriately. Use the guide below on what information should be included on labels to aid identification and retrieval of stored information.

Title	Remarks	Example
Agency Box No.	State your own agency box number (if applicable).	
Department Name*	State your department's name.	Department of Natural Resources
Division Name*	State your division's name.	Division of Mining, Land & Water
Agency Name*	State your agency's name.	Water Resources
Records Series* (as stated on the relevant records retention and disposition schedule)	State the records series title as stated on the records retention and disposition schedule. Please ensure, where possible, that you put only one records series per box.	Dam Safety Files
RRDS No.*	State the records retention and disposition schedule number relating to the records stored in the file.	101001
RRDS Item No.*	State the records retention and disposition schedule item number relating to the records stored in the file.	3
Inclusive Dates*	State the inclusive dates for all records stored in the box.	2008 - 2010
Retain Until*	State the date when the records will either be destroyed or transferred.	2011
Action*	Choose either of these three options: a) Destroy b) Transfer to Records Center c) Transfer to State Archives	Transfer to Records Center
Location	State the storage location of the storage box.	Row 1, Unit 2, Shelf 3

* = Mandatory

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Electronic Records



1. Ensure you delete all personal material from all drives.
2. In coordination with your agency's I.T staff, ensure that all electronic files on your servers are transferred to the inheriting agency's servers and all security has either been disabled or relevant staff has been given the relevant information to access those records.
3. If you have confidential records held on your H: drive e.g. personnel files, have your agency's I.T staff to assist you in ensuring these files are transferred in a secure manner to the appropriate person.

Email Records



1. Make sure all personal emails have been deleted from the system.
2. Make sure that all business emails have been properly archived according to the State Email Archiving Policy.

This policy can be found on the Enterprise Technology Services homepage or the Records & Information Management Service homepage.

3. Make sure all holds have been issued relating to any electronically stored information (including emails) if litigation is anticipated or ongoing. The State's policy (ISP-125, ESI Hold and Search Requests) and procedure regarding this can be found on the State Security Office's homepage.

Volume Conversion

It is recommended that records are stored in boxes that are standard 1 cubic foot archive boxes.

If helpful, please use the following table to estimate how many cubic feet of records you may have and as a result, how many boxes you will need to store records.

1 letter size drawer	1.5 cu. ft.
1 letter size shelf (4 feet)	2.3 cu. ft.
1 legal size drawer	2.0 cu. ft.
1 legal size shelf (4 feet)	3.0 cu. ft.
16mm microfilm, 100 rolls	1.0 cu. ft.
35mm microfilm, 50 rolls	1.0 cu. ft.