



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information
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STATE OF ALASKA

Schedule No: **1**

Agency I.D: **2**

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RECORDS RETENTION SCHEDULE

RETENTION KEY

FORMAT KEY

DEPARTMENT OF 4 DIVISION OF 5 6	A – Audit C – Cut-off date/event CY – Current Year CFY – Current Fiscal Year	PA – Permanent (Transfer to State Archives) PO – Permanent (Retain in Office) TO – Term of Office Bus. Ess. – Business Essential Record	H – Hardcopy E – Electronic D – Database S – Scanned M - Microform
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The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule, unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a **Calendar/Fiscal 7** year basis.

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.

Unless otherwise indicated, all records series are non-confidential.

Statutory/Regulatory Authority:

8

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, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director	State Archivist		Date	Attorney General	Date
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date

Records Retention Schedule Continuation				Agency I.D:		Schedule No:			Page	of
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks		
				Office	Records Center	Total Retention				
9	10	11	12	13	14	15	16	17		

Records Retention Schedule (RRS) Template Instructions

This is a guide to help you fill in the accompanying Records Retention Schedule Template.

Cover Page

No.	Section	Remarks	Example
1	Schedule Number:	This is to be the next sequential number based on the number of the soon to be superseded retention schedule.	The new schedule number for the Department of Corrections – Administrative Services – Budget Section will be 201901 as their current schedule number is 201900.
2	Agency I.D:	Enter the standard agency I.D number.	24 – this is for the Press Office within the Office of the Governor
3	Page 1 of	Enter the total number of pages in the RRS.	Page 1 of 4
4	Department of	Enter your Department's name.	Department of Administration
5	Division of	Enter your Division's name.	Division of Finance
6		Enter your Agency's name	Retirement-Benefits
7	Calendar/Fiscal	Choose the relevant way your records are retained – we advise retaining them on a fiscal year basis.	
8	Statutory/Regulatory Authority:	Please enter the statutory/regulatory mandate for the Agency. Also include a brief description of the main functions of the Agency.	AS 39.35; 2 AAC 35 (Public Employees' Retirement System). "Develop, conserve, enhance and manage the State's forests to provide a sustainable supply of forest resources for Alaska and to manage the wildlife fire suppression program" (Division of Forestry).

Pages 2+

No.	Section	Remarks	Example
9	Prev. Item No.	Enter the number of the item from the soon to be superseded RRS relating to the records series. This helps cross reference back to the previous version of the RRS.	Item 25 on the General Administrative RRS (100.3) is "Vendor Files" – this was item 24 in the previous schedule (100.2)
10	Item No.	Enter the item number for the current RRS. This is a sequential number starting at 1.	
11	Records Series Title & Description	<p>Enter a brief title as to what the records are. See the previous RRS for guidance.</p> <p>Include a description of what these records contain.</p> <p>Note: Do this for every records series that your Agency has that is unique to your Agency. All other records series should be covered by the General Administrative RRS.</p>	<p>Employee Medical Records</p> <p>Consists of technical studies, publications, consultant reports, internet printouts from any source related to program administration and functions (Technical Reference Files).</p>
12	Format	Enter the format the records are in using the key found on the cover page of the RRS.	"E" if the records are held electronically, "H" if the records are paper.
13	Office	Enter the period that the records are to be held within the Agency Office. Use the retention key to indicate the start date of the retention period plus the amount of time that it needs to be held in the office.	CY+2 – this means that the records shall be held in the Agency office for another two years following the current year.

No.	Section	Remarks	Example
14	Records Center	Enter the period of time that the records series are to be held in a Records Center. It should be moved to a Records Center if you are running out of storage space or if there is no longer any immediate administrative need for them to be held in the Agency office but the records still need to be retained for a longer period of time.	5 – this means that the records shall be held for 5 years after they have been transferred to a Records Center.
15	Total Retention	<p>This is the total retention period for the records series. This is equivalent to the time held in the office plus the time held in the Records Center.</p> <p>Enter "PA" if the records are to be retained permanently and transferred to the Alaska State Archives.</p>	To use the above examples, you would enter "CY+7". This is the total retention period in the office added to the retention period held in a Records Center.
16	Bus. Ess.	Put an "X" into this column if the records series contains information that is essential to the continuing operation or survival of the Agency.	
17	Remarks	This is where to put additional explanatory notes.	What the cut-off date is, any regulations regarding the records series, whether the records are confidential etc...