

STATE OF ALASKA
 DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 ALASKA STATE ARCHIVES/RECORDS &
 INFORMATION MANAGEMENT SERVICE (ASA/RIMS)
 P.O. BOX 110525
 141 WILLOUGHBY AVENUE
 JUNEAU, ALASKA 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

RECORDS AUDIT

1. Department	2. Dept. No.	3. Division	4. Agency Name/ID No.	
5. Contact Person		6. Contact Person Email	7. Contact Person Phone No.	8. Date
9. RECORDS SERIES TITLE				
10. DESCRIPTION				
(Describe function/purpose of the series, type of documents. Data captured, outputs etc...)				
11. FORMAT/MEDIUM			12. SERIES ARRANGEMENT	
<input type="checkbox"/> Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Microform <input type="checkbox"/> Audiovisual <input type="checkbox"/> Other:			<input type="checkbox"/> Subject File classification system <input type="checkbox"/> Alphabetical by: <input type="checkbox"/> Numerical by: <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical by:	
13. DUPLICATION			14. IS ANY INFORMATION CONFIDENTIAL?	
(Is this information elsewhere e.g. electronic dataset)			(Is any information confidential?)	
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, explain where and database name:			If yes, cite authority:	
15. RETENTION				
(How long must this information be kept? Cite any laws/regulations relating to this)				