



Records & Information Management Service (RIMS)

Records Retention Schedules (RRS)

Authority: AS 40.21 (Public Records Act) and 4 AAC 59 (Archives & Records)

What is a RRS?

A Records Retention Schedule is a central feature of an effective Records & Information Management Service. The schedule is a concise, official guide for the management of Agency information. It lists and describes records and prescribes mandatory retention and disposition guidelines.

What Are the Advantages of Having a RRS?

There are several advantages to having an up-to-date RRS. These include, but are not limited to:

- Being able to transfer records to a Records Center or the State Archives, therefore making room in the Agency office.
- Being able to destroy records at the appropriate time thereby reducing storage costs, limiting risk from retaining records for too long and generating more room in your office.
- Being able to identify business essential records so as to ensure that they are managed properly.

Which RRS Do I Use?

You use the RRS that has been created for your own Agency e.g. RRS#103700 for employees working in the Office of History & Archaeology.

An Agency RRS will only include those records specific to that Agency. For common records series, use the General Administrative Records Retention Schedule (GARRS).

How Do I Use a RRS?

All RRS list series of records and states how long these should be kept in the Agency Office, a Records Center and how they should be disposed, either by being destroyed or by being transferred to the State Archives for permanent retention.

How Long Are They Approved For?

A RRS is considered current for 3 years unless regulations change relating to a records series within those three years in which case the schedule should be updated sooner.

How do I create or update a RRS?

You can contact Valerie Rose, Records Analyst (valerie.rose@alaska.gov) or Gordon E. Brown, State Records Manager (gordon.brown@alaska.gov).