Records & Information Management Service

Notice 6
October 8, 2012

Records Retention and Disposition Schedules

Special points of interest:

- The RIMS is holding three webinars on Records Transfer Lists (RTLs), Records Disposition, and Records Retention and Disposition Schedules (RRDS).

  We have also scheduled face-to-face training in Juneau on October 30th and 31st.

  Details of the webinars and the full Introduction to Records and Information Management (IRIM) training sessions can be found online.

- To complement the recent simplification of the records disposition policy and procedures and the upcoming simplified records retention and disposition schedules, we have updated the RIMS Manual to reflect these changes.

  The updated manual can be found online.

Simpler Records Retention and Disposition Schedules

Beginning October 15, we are making a change to records retention schedules. The good news is that they are more simple and easier to use!

The changes are:

- They are now called *Records Retention and Disposition Schedules*. We have made this change to reinforce the policy that schedules authorize you to dispose of state records once their full retention period has been met (subject to audit or legal hold).
- Regardless of when schedules were last updated, we have converted them to the new template so that all state agencies are consistent.
- The *Office* and *Records Center* retention columns have been eliminated. You can now transfer records to an approved records center whenever you wish – we hope this gives you more flexibility in managing your records.
- The schedule numbering scheme has changed. The new format is: *Department Number-Agency Number.Version Number* e.g. the new schedule number for Injury Prevention in Health and Social Services is 06-558.1 as they are in department 06, are agency 558 and this is the first version of this schedule. When it is updated, the schedule number will change to 06-558.2.

Only agencies whose schedules are going through the update/approval process have been left in their current format but will be converted upon approval.

The new schedule and item numbers must be used on all RTLs from October 15th or they won't be approved.

If you have any questions regarding this, please contact Gordon E. Brown, State Records Manager.

Electronic Records Day – October 10th

October 10th is Electronic Records Day! To celebrate this day, we have attached a guidance document with handy tips for the management of electronic records.

This guidance documents will be posted online for references purposes.