



BENEFITS OF A RECORDS MANAGEMENT PROGRAM

AS 40.21 (*Public Records Act*); 4 AAC 59 (*Archives & Records*)

- ➡ **Comply** with all statutes, regulations, policies & procedures
- ➡ **Optimize Governance**, ensuring accountability of public funds
- ➡ **Reduce Risk Liability** by retaining records under fully authorized Records Retention Schedules
- ➡ **Locate** information quickly
- ➡ **Identify & Protect** business essential records for continuity of operations
- ➡ **Improve** storage & retrieval systems
- ➡ **Increase Efficiency** of office operations
- ➡ **Reduce Volume** of records stored
- ➡ **Reduce Costs** for equipment, supplies, space & personnel
- ➡ **Improve** customer relations

To update your current records program contact state records manager
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