



MANAGEMENT OF RECORDS: RECORDS RETENTION SCHEDULE

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

Record: Any media that captures, preserves or disseminates information; or, the complete set of documentation providing evidence of a transaction. AS 40.21.150(6) and AS 40.25.220(3) define *record* and *public record*.

Records Management: The systematic control of recorded information throughout its life cycle. The goal of a records management program is to be able to retrieve the right information at the right time.

Records Retention Schedule: The *records schedule* is the central feature, the cornerstone of an effective records management program. 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.

Who Approves the Schedule? Director, Attorney General, Commissioner of Administration and State Archivist.

What Records Should Be Listed? Just **Program** records, as compared to **Common** records—Reading Files, Budgets, Correspondence. Common records that many agencies administer are listed on the *General Administrative Records Retention Schedule* (available on the Records Management homepage).

Are Electronic Records Included? Yes, electronic records, including information systems/databases, must be identified if they fall under the statute definition for *record*. 4AAC 59.005 provides information regarding e-records retention and preservation.

How Does One Begin? To update your current records schedule, contact records analyst chris.hieb@alaska.gov.

