Department of Education and Early Development
Division of Libraries, Archives & Museums
Alaska State Archives/Records & Information Management Service (ASA/RIMS)
P.O. Box 110525, 141 Willoughby Avenue
Juneau, AK 99811-0525
T: (907) 465-2317/2275
F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 365 Schedule No: 11-365.1

DEPARTMENT OF FISH AND GAME

11 - DEPARTMENT OF FISH AND GAME

365 - COMMERCIAL FISHERIES ENTRY COMMISSION

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.
Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #112004.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director	Date
Bruce Twomley, Chairman		11/28/12

Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
	1/2/13	FOR	12/14/12

State Archivist	Date	Records Analyst	Date
	12/18/12		12/18/12

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - Reading File (Originals) Arranged by author.	H	S	Y	Some reading files are still retained in hardcopy after being scanned.
001.2 - Reading File (Electronic Copy) Arranged by author.	E	PO	Y	Copies of the Licensing Supervisor's reading files are also transferred to the Permanent Licensing Files (item #013).
002.1 - Routine Data Processing Records (Production Requests) Requests are from government offices and fishermen, including printouts. Arranged chronologically.	H & E	5		Some data from this records series is administered electronically (Batch Processing).
002.2 - Routine Data Processing Records (Reports) Requests are from government offices and fishermen, including printouts. Arranged chronologically.	H & E	2		The Routine DP Report is also known as the Tape Control Report.
003 - Special/Research Data Processing Requests & Reports These are one-time requests. Arranged alphabetically or chronologically as appropriate.	E	CY+15		Confidential under 20 AAC 05.1930.
004 - Production Projects Internal program output documentation. Arranged alphabetically by subject.	H & E	CY+15		Confidential under 20 AAC 05.1930.
005 - Research & Reference Files This series consists of licensing/landing records, data sheets, application logbooks, special projects, pricing information, correspondence, backup material, fiscal modeling, distribution studies. Arranged alphabetically by subject.	H & E	CY+15		Some files may be confidential under 20 AAC 05.1930.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key		Format Key	Bus. Ess = Business Essential
A = Until Audit	PO = Permanent (Retain in agency office)	H = Hardcopy	1. Are necessary for emergency response
C = Cut-off event/date	S = Until Scanned	E = Electronic	2. Are necessary to resume or continue operations
CY = Current Year	T = Transfer	D = Database	
CFY = Current Fiscal Year	TO = Term of Office	M = Microform	
PA = Permanent (Transfer to State Archives)			

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006 - Fishery Limitation Files Consists of petitions, informal meeting tapes, memoranda, correspondence, point scheme proposals and backup materials, drafts, proposed and final regulations. This records series constitutes a significant part of the state's history in fishery limitations. Arranged by date of limitation then alphanumeric and by gear code.	H	PA		Some files may be confidential under 20 AAC 05.1930.
007.1 - Entry Permit Applications (Denied) Records series consists of correspondence, classification notice, denied application, certified mail affidavits and requests for hearings. Arranged alphabetically by applicant name within fishery.	H	C+35	Y	C = Date of denial. Some files may be confidential under 20 AAC 05.1930.
007.2 - Entry Permit Applications (Issued) Records series consists of correspondence, classification notice, granted application, certified mail affidavits and requests for hearings. Arranged alphabetically by applicant name within fishery.	H	T	Y	T = Until transferred to item #013. Some data from this records series is input into the Licensing System. Some files maybe confidential under 20 AAC 05.1930.
008 - Commercial Fishing License File Commercial (DR234); Gear (DR233); Vessel (DR232) licenses (1965). Arranged alphabetically.	H	PO	Y	Some data from this records series is input into the Licensing System and Bristol Bay Vessel Registration.
009 - Vessel Registers Vessel registers from 1960 - 1977. Arranged as appropriate to material.	H	PO		

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010 - Fish Tickets Fish tickets document landing information (species, poundage, catch location, by whom, etc.) and are completed by the processor. The processor retains the white original; the fisherman retains the pink copy; the yellow copy is submitted to the area ADF&G office. Area office staff enter data into the Fish Ticket System, which is searchable by social security number, permit number and vessel number.	H & E	CY+45	Y	Confidential under 20 AAC 05.1930. The department supplies the four-part forms to the processor; the goldenrod copy is usually kept by the processor, but sometimes provided to the fisherman. Local office staff stamp a sequential number on the yellow copy at time of data entry.
011 - Adjudicatory Hearing Tapes/Logs Adjudication hearings conducted by paralegals, hearing officers and/or Commissioner. Arranged numerically.	E	35	Y	
012.1 - Judicial Appeal Case Files This series consists of summaries, complaints, answers, motions, orders, pleadings, response to requests, opinions, affidavit of mailing from the Superior and Supreme Courts. Arranged alphabetically.	H	C+20		C = Until case is settled.
012.2 - Judicial Appeal Case Files (Briefing and Final Judgment) This series consists of briefings and final judgments from the Superior and Supreme Courts. Arranged alphabetically.	H	PO		
013 - Permanent Licensing Files Annual filings, renewals relating to vessel licenses, permits, and transfer documents. Arranged alphabetically.	H	C+45	Y	C = Until inactive. Some data from this records series is input into the Licensing System. Some files may be confidential under 20 AAC 05.1930.

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014 - Investigation Files These files confirm and resolve questions of residency. Consists of voter registration, property tax, utility records, state and federal income tax documents, business license, telephone company information, driver and vehicle license. Arranged numerically.	H	C+15		C = Until investigation is closed. Confidential under 20 AAC 05.1930.
015 - Regulation Files Regulation files include proposed regulations, drafts and regulations as filed in the Lt. Governor's Office. Arranged chronologically.	H & E	C+30	Y	C = Until regulation is implemented. Regulation files pertaining to fishery limitations will be transferred to item #006.
016 - Statute Files Proposed statutes, drafts and statutes as enacted. Includes letters, correspondence and CFEC backup. Arranged chronologically.	H	PO	Y	

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