



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 110103

Agency ID #: 354

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF FISH & GAME DIVISION OF ADMINISTRATIVE SERVICES DIRECTOR'S OFFICE	KEY	
	A - After Audit	Numerals - Years in Addition to current year
	CFY - Current Fiscal Year	TO - Term of Office
	CY - Current Year	M - After Microfilming
	P - Permanent	C - Current/or as defined

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted all record series are nonconfidential. This records schedule supercedes #110102.

Statutory/Regulatory Authority: AS 16; AS 36; AS 37; AS 39; AS 44.62; 50 CFR Part 80; OMB Circular A-87, A-102, A-133.

The Division of Administrative Services facilitates the delivery of all Department of Fish & Game programs and provides business management support.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

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

Division Director	State Archivist	Date	Attorney General	Date
Tom Lawson	<i>[Signature]</i>	12-4-06	<i>[Signature]</i>	11/29/06
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	<i>[Signature]</i>	10-9-2006	<i>[Signature]</i>	12/3/06

DIVISION OF FINANCE

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>The Division of Administrative Services will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Ethics Statements:</p> <p>This series includes registration forms and conflict of interest affidavits for persons employed by the department who may have a possible conflict of interest under the provisions of AS 39.52.170(b).</p> <p>Arranged alphabetically by employee.</p>	5	-	-	5		<p>Employees must submit these statements by July 1 each year.</p> <p>Copies sent to employee and Human Resources.</p>
3	<p>Land Lease Files:</p> <p>Leases and permits authorizing departmental personnel access to and use of land.</p>	C+3	-	-	C+3		<p>C=Until lease is terminated.</p> <p>Retention authority under AS 09.10.053.</p> <p>Duplicate copies may be destroyed after superceded or administrative need is met.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Capital Improvement Planning Files:</p> <p>Documentation for both state and federally funded capital improvement projects.</p> <p>Arranged alphabetically by site location.</p>	C	-	-	C		<p>C=Until obsolete, superseded or administrative need is met.</p> <p>Refer to the General Administrative Records Retention Schedule, Item 55 (Property, Land & Buildings) for further reference.</p>
5	<p>Cooperative Agreements:</p> <p>Contractual agreements between the department and other governmental agencies, educational institutions, or organizations.</p>	C+3	-	-	C+3		<p>C=Until agreement is terminated. Refer also to the General Administrative Records Retention Schedule Item #50 (Procurement Files).</p> <p>Retention authority under AS 09.10.053.</p> <p>Duplicate copies may be destroyed after superceded or administrative need is met.</p>
6	<p>As-Built Drawings & Floor Plans:</p> <p>Drawings and plans for buildings owned, leased, or administered by the Department.</p>	C+10	-	-	C+10		<p>C=Until State no longer has an interest in the property.</p>

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		Office	Records Center	State Archives	Destroy	Vital Record	
7	REAL PROPERTY RECORDS (For Properties having no suspected contamination):	C+10	-	-	C+10		C=Until State no longer has an interest in the property. AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Certain records (including insurance policies, binders renewals, leases, use permits) for properties with known or suspected contamination may need to be maintained more than 30 years, per advice from the Attorney General's Office, Environmental Section.
	REAL PROPERTY RECORDS (For Properties with known or suspected contamination): Includes permits, titles, correspondence, and backup documentation regarding real property owned, leased, or administered by the Department.	C+30	-	-	C+30		
8	Property Control Records (State):	3/A	-	-	3/A		C= Until State no longer has an interest in the property. Under 40 CFR 30.53(2)--EPA Grants & Agreements--non-financial records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition. Maintain reports on any federally funded property until audit is completed. Refer to the General Administrative Records Retention Schedule, Item 54 (Property Control Records) for further reference.
	(Federal Real Property & Equipment): Agency copies of controlled property management reports, property tag register, excess property reports, interdepartmental property transfer documents, Lost-Stolen-Damaged Property Reviews, Property Destruction Authorizations and correspondence.	C+3	-	-	C+3		
9	Nepotism Waivers: The department is reporting the appointment (or change in position) of an individual who has a familial relationship with a current employee of the department. Familial relationship includes immediate family members including another person cohabiting in a conjugal relationship that is not a legal marriage and those individuals who are related by blood or marriage within and including the second degree of kindred.	C	-	-	C		C= Until supervisor or employee no longer employed by department. Applied under the provisions of AS 39.90.020, AS 39.52.960 (11), 2 AAC 07.999 (40), and 2 AAC 07.950.