



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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STATE OF ALASKA

Schedule Number: 112802

Agency ID #: 358

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF FISH & GAME  DIVISION OF ADMINISTRATIVE SERVICES  FISH & GAME LICENSING	<b>KEY</b>	
	<b>A</b> - After Audit	<b>Numerals</b> - Years in Addition to current year
	<b>CFY</b> - Current Fiscal Year	<b>TO</b> - Term of Office
	<b>CY</b> - Current Year	<b>M</b> - After Microfilming
	<b>P</b> - Permanent	<b>C</b> - 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 indicated all records series are nonconfidential. This records schedule supercedes Records Retention Schedule #112801.

Statutory Authority: AS 16; AS 36; AS 37; AS 44.

The fish and game licensing administration includes collection and reconciliation of license sales, inventory control and establishment, and training and assistance to vendors.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed 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			12-7-06		11/24/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	10/25/06	Christopher L. Hill	10-3-06		12/31/06

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><b>VENDOR BOND FILES</b></p> <p>This series consists of contracts, bond papers and applications.</p> <p>Arranged in vendor number order.</p>	C+3	-	-	C+3		<p>C = Until vendorship is terminated.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 24 (Vendor Files) and Item 50 (Procurement Files) for further reference.</p>
2	<p><b>COLLECTION REPORTS</b></p> <p>Consists of a reporting of vendor sales.</p> <p>Arranged by vendor number and type of sale, whether sport, crew or tag.</p>	A+3	-	-	A+3		<p>A = After final audit.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 24 (Vendor Files) and Item 50 (Procurement Files) for further reference.</p>
3	<p><b>LICENSING SALES DAILY PROOF REPORT</b></p> <p>This series consists of a record of total sales received in the office that day.</p> <p>Computer report arranged by vendor number order.</p>	A+3	-	-	A+3		<p>A = After final audit.</p> <p>Includes old daily revenue reports superceded by Daily Proof Report.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 27 (Revenue Accounting) for further reference.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>STATISTICAL REPORTS</b></p> <p>Hard copy reports including Calendar Year (everything sold during that calendar year, or three license years); License Year (just those items for that license year); and Fiscal Year.</p> <p>Arranged chronologically.</p>	C	-	P	-		<p>C = Until administrative need is met.</p> <p>These reports go back to 1926 and comprise .5 cubic feet, with a net accrual rate per year of less than .1 cubic feet.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 73 (Reports-Annual) for further reference.</p>
5	<p><b>VENDOR RETURNED SUPPLY FORMS</b></p> <p>Inventory of license tags that were/were not used by the vendor.</p> <p>Arranged by vendor number.</p>	A	-	-	A		<p>A = After final audit.</p>
6	<p><b>SPORT &amp; CREW LICENSES (Original):</b></p> <p>(Master Microfilm):</p> <p>(Workcopy Microfilm):</p> <p>Licenses issued for sport fishing, hunting, trapping and to commercial crew members.</p> <p>Arranged in batch number order.</p>	C	-	-	M	X	<p>C=Until microfilmed. Hardcopy is destroyed after microfilm is certified "true and correct".</p> <p>Annual accrual rate for master microfilm in series 06, 07, 10 &amp; 11 is less than one cubic foot.</p> <p>Reference history indicates 99% of public requests are for information 5 to 8 years old. The ten year retention meets administrative requirements.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<b>PERMANENT IDENTIFICATION CARD APPLICATIONS (Original):</b>	C	-	-	M	X	C=Until microfilmed. Hardcopy is destroyed after microfilm is certified "true and correct".
	(Master Microfilm):	-	10	-	10		Annual accrual rate for master microfilm in series 06, 07, 10 & 11 is less than one cubic foot.
	(Workcopy Microfilm):	10	-	-	10		The ten year retention meets public reference requirements
	Applications from people sixty years or older and permanent residents to receive free sport fishing, hunting and trapping cards for the rest of their lives under AS 16.05.400(b).						
	Arranged alphabetically by name of applicant.						
8	<b>AQUATIC, TAXIDERMY, FUR DEALER, GAME BIRD, MAMMAL, OR REPTILE LICENSES (Original):</b>	10	-	-	10	X	The ten year retention meets public reference requirements
	Resident and nonresident licenses issued for aquatic, taxidermy, fur dealer, game bird, mammal, and reptile.						
9	<b>GOVERNOR'S COMPLIMENTARY LICENSES</b>	6	-	-	6		
	Under AS 16.05.335, at the request of the governor, the commissioner may issue up to 50 complimentary fishing and hunting licenses and appropriate big game tags annually to distinguished state visitors. The license is inscribed by the governor with the inclusive dates for its authorized use.						
	Arranged chronologically.						

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<b>DISABLED VETERAN APPLICATIONS (Original):</b>	C	-	-	M	X	C=Until microfilmed. Hardcopy is destroyed after microfilm is certified "true and correct".
	(Master Microfilm):	-	10	-	10		Annual accrual rate for master microfilm in series 06, 07, 10 & 11 is less than one cubic foot.
	(Workcopy Microfilm):	10	-	-	10		The ten year retention meets public reference requirement
	Under AS 16.05.341 certain disabled veterans may receive a free resident hunting and sport fishing license under AS 16.05.340(a)(5), provided a 50 percent or greater disability was incurred during military service.						
11	<b>BIG GAME TAG RECORDS (Original):</b>	C	-	-	M	X	C=Until microfilmed. Hardcopy is destroyed after microfilm is certified "true and correct".
	(Master Microfilm):	-	10	-	10		Annual accrual rate for master microfilm in series 06, 07, 10 & 11 is less than one cubic foot.
	(Workcopy Microfilm):	10	-	-	10		The ten year retention meets public reference requirements
	Records for purchases of big game tags. Arranged in batch number order.						
12	<b>DUCK STAMP ORDERS</b>	3	-	-	3		
	Documentation of duck stamp orders for residents and non-residents. Arranged chronologically by date received.						

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
13	<p><b>LICENSE DATABASE</b></p> <p>Database includes vendor names and licenses, tags, and/or stamps sold and issued.</p>	C	-	-	C		<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management &amp; Preservation of Public Records) and 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>Refer also to note on Page 1 regarding backups.</p>
14	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Fish &amp; Game Licensing will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records 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 Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>