



DEPARTMENT OF EDUCATION
Division of Libraries, Archives & Museums
Archives and Records Management Services
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Schedule Number: **111301**

Agency Id: **362**

STATE OF ALASKA

RECORDS RETENTION SCHEDULE Page 1 of 4

KEY

DEPARTMENT OF FISH & GAME
DIVISION OF COMMERCIAL FISHERIES
MANAGEMENT & DEVELOPMENT
ADMINISTRATION (HEADQUARTERS)

A - After Audit
CFY - Current Fiscal Year
CY - Current Year
P - Permanent
Numerals - Years in Addition to Current Year
TO - Term of Office
M - After Microfilming
C - Current/or as defined

The agency intends to follow retention periods of records listed in *State of Alaska General Administrative Records Schedule #000100*; therefore, those records have not been repeated on this schedule.

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

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

Statutory/Regulatory Authority: AS 16; 5 AAC. Certain information administered by the Fisheries Management Section may be confidential per AS 16.05.815.

The mission of the Division is to manage, protect, rehabilitate, enhance, and develop fisheries and aquatic plant resources in the interest of the economy and general well-being of the State, consistent with the sustained yield principle and subject to allocation established through public regulatory processes. The Division researches the status of exploited fish stocks and establishes biological guidelines to protect reproductive biomasses. The Division rehabilitates or enhances the stocks where possible, and manages harvests within acceptable limits.

This records schedule supercedes *Records Retention Schedule #111000* (Division of Administrative Services, Library) and *#111300* (Headquarters).

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

Typed Name Division Director Robert C. Clasby	State Archivist 		Date 10/15/97	Attorney General 	Date 10/11/97
Signature of Division Director 	Date 9/23/97	Records Analyst Dean Dawson	Date 9/10/97	Commissioner of Administration Donald Wainio/Mark Boyer	Date 10/10/97

		Retention		Disposition			AgencyId 362
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
01	<p>GENERAL ADMINISTRATIVE FILES</p> <p>Includes files relating to general correspondence, reading files, budget, accounting, travel, personnel, and any other records of an administrative nature.</p> <p>The Division of Commercial Fisheries Management & Development Headquarters will follow retention periods as listed in the General Administrative Records Retention Schedule.</p>						<p>NOTE: Documents and email business messages maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p> <p>Duplicate copies of all records may be destroyed as soon as administrative need is met.</p>
02	<p>REGIONAL INFORMATION REPORTS:</p> <p>The <i>Regional Information Report Series</i> was established in 1987 to provide an information access system for all unpublished Divisional reports. These reports frequently serve diverse ad hoc informational purposes or archive basic uninterpreted data. To accommodate timely reporting of recently collected information, reports in this series undergo only limited internal review and may contain preliminary data; this information may be subsequently finalized and published in formal literature. Arranged by report number.</p>	20	-	P	-	X	Copies are located in Regional Offices.
03	<p>FISH PATHOLOGY LABORATORY TAG LAB DATA FORMS (Originals):</p> <p>Mark DB (Electronic):</p> <p>Data Forms (Master Microfilm):</p> <p>This series consists of sampling information from the field offices and tag code recovery data from 1976 forward. The electronic information resides on an <i>Oracle</i> database and is available via the Alaska Department of Fish & Game homepage.</p>	C	-	-	M		C=Until microfilmed. Original records may be disposed after the film is certified "true and correct."
		C	B	-	C	X	C=Until obsolete, superceded or administrative need is met. B=Backup tapes are stored off-site for security and rotated according to established backup procedures.
		C	-	P	-		The following reports are available on the Internet: Agency; Commercial/Noncommercial Survey Site; Southeast Sport; Commercial Expansion by Harvest Code; Sport Expansion; Recoveries by Fishery.

Retention

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04	<p>FISH PATHOLOGY LABORATORY Statewide Fish Disease History:</p> <p>Catalogue of diagnostic findings in finfish and shellfish stocks in Alaska over a twenty year period. Listed by accession number, hatchery, stock and species or disease entity. This series is used for making management decisions and fish transports. Arranged in electronic format on DBIII; the paper-based system is according to a subject file classification scheme.</p>	C	-	-	C	X	<p>C=Until obsolete, superceded or administrative need is met.</p> <p>This series is administered in the Juneau and Anchorage Pathology Labs.</p>
05	<p>Emergency Orders (Originals):</p> <p>The Commissioner or authorized designee may, when circumstances require, summarily open or close seasons or areas or change weekly closed periods on game by means of emergency order. An emergency order has the force and effect of law per AS 16.05.060. Arranged numerically.</p>	C	-	P	-	X	<p>C=Until obsolete, superceded or administrative need is met.</p> <p>Copies are maintained in the Regional Offices.</p>
06	<p>Property Control Files:</p> <p>Agency copies of controlled property inventory reports, excess property reports, property transfer documents, and related correspondence.</p>	1	-	-	1		<p>NOTE: Inventory printouts are retained only until superceded.</p>

		Retention		Disposition			AgencyId 362
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
07	<p>State Equipment Fleet Records:</p> <p>Includes copy of delivery order, correspondence, and quarterly vehicle maintenance records.</p>	5	-	-	5		
08	<p>LIBRARY</p> <p>Card Catalog:</p> <p>The <i>Card Catalog</i> is maintained both in hardcopy and on an <i>FYI</i> database located on a Digital personal computer. Consists of all relevant cataloging data including title, author, date of publication, pages, catalog number, etc.</p>	C	B	-	C	X	<p>C=Until obsolete, superceded or administrative need is met. B=Backup tapes are stored off-site for security and rotated according to established backup procedures.</p> <p>NOTE: Some records are input into the <i>Western Library Network</i> for regional access.</p>
09	<p>Local Area Network (LAN) System Backup Tapes and Documentation File:</p> <p>This series consists of backup tapes and may include: program/system documentation, application software licenses, data systems specifications, file specifications, hard copy printouts, user guides, and backup procedures for department LAN system.</p>	C	B	-	C	X	<p>C=Until documentation is obsolete, superceded or administrative need is met.</p> <p>B=Backup tapes are stored offsite for security. Tapes are rotated according to established Departmental backup procedures.</p>