



**DEPARTMENT OF EDUCATION**  
**Division of Libraries, Archives & Museums**  
**Archives and Records Management Services**  
**141 Willoughby Avenue**  
**Juneau, AK 99801-1720**  
**465-2276/2317 [Voice]; 465-2465 [Fax]**

Schedule Number: **111701**

Agency Id: **361**

**STATE OF ALASKA**

**RECORDS RETENTION SCHEDULE** Page 1 of 4

<b>DEPARTMENT OF FISH &amp; GAME</b>  <b>DIVISION OF COMMERCIAL FISHERIES</b> <b>MANAGEMENT &amp; DEVELOPMENT</b>  <b>FISHERIES MANAGEMENT SECTION</b>	<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 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 **Calendar** 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 schedule includes records from the following units within the Fisheries Management Section: Computer Services, Federal/State Regulations and Information. It supercedes *Records Retention Schedule #111700* (Division of Commercial Fisheries, Computer Services Section). Much of the information referenced on this schedule is available online via the Alaska Department of Fish & Game homepage.

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

Typed Name Division Director <b>Robert C. Clasby</b>	State Archivist 		Date 10/29/97	Attorney General 	Date 10/10/97
Signature of Division Director 	Date 9/25/97	Records Analyst Dean Dawson	Date 9/23/97	Commissioner of Administration Donald Wainio for Mark Boyer	Date 10/27/97

		Retention		Disposition			AgencyId <b>361</b>
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
<b>01</b>	<p><b>GENERAL ADMINISTRATIVE FILES</b></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 Fisheries Management Section will follow retention periods as listed in the <b>General Administrative Records Retention Schedule.</b></p>						<p><b>NOTE:</b> Documents and email business messages maintained <b>only</b> in <b>electronic format must meet the same retention requirements as hardcopy documents.</b></p> <p>Duplicate copies of all records may be destroyed as soon as administrative need is met.</p>
<b>02</b>	<p><b>Integrated Fisheries Database (IFDB):</b></p> <p>This database provides critical online information for fisheries management decisions and includes the following: inseason catch estimates; escapement; pink sex ratio; troll and seine fishery CPUE; several types of port sampling/logbooks; and a variety of standard queries, reports, and analyses to address specific management needs. It includes all the data from the Southeast Region fish ticket database, along with historical data from Headquarters.</p>	C	-	-	C	X	C=Until data is obsolete, superceded or administrative need is met.
<b>03</b>	<p><b>Fish Ticket System:</b></p> <p>This system tracks and reports commercial harvest landing information (species, poundage, catch location, by whom, etc.) from fish ticket source documents. Area office staff enter the data which is searchable by social security number, permit number and vessel number. A variety of reports are available that assist fisheries managers administer the State's commercial fisheries.</p>	C	-	-	C	X	<p>C=Until data is obsolete, superceded or administrative need is met.</p> <p>Fish Tickets (source documents, yellow copy) are referenced on the Commercial Fisheries Entry Commission <i>Records Retention Schedule #112003</i>, Item 15, and are retained for thirty-five years.</p>

		Retention		Disposition			AgencyId <b>361</b>
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
<b>04</b>	<p><b><i>Intent to Operate and Annual Report System (aka Seafood System):</i></b></p> <p>This custom application tracks licenses for seafood processors in the State dating from 1984 and includes: type of operator, code, name of entity, address, contact name/phone number, and vessel name. It also provides economic data regarding processing quantities, wholesale values and processing activities.</p>	C	-	-	C	X	<p>C=Until data is obsolete, superceded or administrative need is met.</p> <p>The <i>Alaska Seafood Processor and Exporter License and Permit Application (Intent to Operate)</i> is available online via the ADF&amp;G homepage. Originals are submitted to the Department of Revenue, Division of Income &amp; Excise Audit (see schedule #042004, Item 12).</p>
<b>05</b>	<p><b><i>Historic Harvest Reporting (TIX):</i></b></p> <p>This custom application maintains and reports a variety of harvest detail and summaries including: catch dates, species, pounds, numbers, gear types, area caught, and permit holder. The source of this information is the Fish Ticket System (Item 03).</p>	C	-	-	C	X	<p>C=Until data is obsolete, superceded or administrative need is met.</p> <p>Copy of Record is Headquarters. See <i>Records Retention Schedule #111301</i>, Item 02, Regional Information Reports.</p>
<b>06</b>	<p><b><i>Salmon Management System (Mariner):</i></b></p> <p>This application is an in-season salmon management system for Bristol Bay. This system captures catch and escapement statistics in the five districts of Bristol Bay. The in-season data is housed in Juneau, but staff perform data entry in King Salmon and Dillingham.</p>	C	-	-	C	X	<p>C=Until data is obsolete, superceded or administrative need is met.</p> <p><b>NOTE:</b> The in-season data is not archived and only serves a purpose during the current season. The system will be extended to Kodiak in 1998 and subsequently to Cook Inlet, Prince William Sound and the Interior.</p>

Retention				Disposition			AgencyId <b>361</b>
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
<b>07</b>	<p><b>Local Area Network (LAN) System Backup Tapes and Documentation File:</b></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 Division 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 Division backup procedures.</p>