



DEPARTMENT OF EDUCATION
Division of Libraries, Archives & Museums
Archives and Records Management Services
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Schedule Number: **112501**

Agency Id: **371**

STATE OF ALASKA

RECORDS RETENTION SCHEDULE Page 1 of 4

KEY

DEPARTMENT OF FISH & GAME
DIVISION OF COMMERCIAL FISHERIES
MANAGEMENT & DEVELOPMENT (CFMD)
FISHERIES PLANNING SECTION

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 **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 Planning Section may be confidential per AS 16.05.815.

The mission of the CFMD 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; and rehabilitates or enhances the stocks where possible, and manages harvests within acceptable limits. The Fisheries Planning Section provides technical support to the State's private and public salmon hatcheries and mariculture industry. In 1993 the Division of Fisheries Rehabilitation, Enhancement and Development (FRED) merged with the Commercial Fisheries Division to form the CFMD. This schedule supercedes *Records Retention Schedule #112500* (FRED, Regional Offices Statewide); *#111101* (FRED Headquarters); and *#112600* (FRED, Private Nonprofit Hatcheries). Some 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 Robert C. Clasby	State Archivist 		Date 10/29/97	Attorney General 	Date 10/10/97
Signature of Division Director 	Date 9/30/97	Records Analyst Dean Dawson	Date 9/23/97	Commissioner of Administration Donald Wainio/Mark Boyer	Date 10/27/97

		Retention		Disposition			AgencyId 371
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 Fisheries Planning Section 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>Private Nonprofit Hatchery Files:</p> <p>Consists of preliminary/final permit application, post permit approval correspondence, pathology reports, public hearing records, annual reports and basic management plans. Arranged alphabetically by name of hatchery.</p>	C+10	-	P	-	X	<p>C=Until permit expires or is no longer valid.</p> <p>Annual accrual rate is less than one cubic foot.</p> <p>Currently there are 33 hatcheries operated by private nonprofit corporations, regional aquaculture associations and other groups such as the Prince of Wales Hatchery Association and the Ketchikan Indian Corporation.</p>
03	<p>Denied/Not Accepted Permit Application Files:</p> <p>Consists of preliminary application, public hearing records and correspondence. Arranged alphabetically by name of hatchery.</p>	C+6	-	-	C+6	X	<p>C=Until permit is denied/not accepted.</p> <p>NOTE: See Item 02.</p>

		Retention		Disposition			AgencyId 371
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
04	<p>Regional Comprehensive Plan Files:</p> <p>Prepared jointly by State and private nonprofit aquaculture association teams. Includes the phase developments for specific regions. Arranged by region.</p>	C+5	15	P	-	X	Annual accrual rate is approximately one cubic foot.
05	<p>Fish Resource Permits Files:</p> <p>Per AS 16.05.930 the Department may issue a special permit for the collection or exportation of fish and game for scientific or educational purposes; or for propagation or exhibition purposes. The Commissioner signs and approves this permit. Series includes copy of permit and all relevant backup/correspondence documenting reason for permit request. Requestors include: schools, companies, researchers and State employees. Arranged alphabetically by applicant.</p>	C+10	-	-	C+10		<p>C=Until permit expires.</p> <p>Note: This was previously listed on schedule #112600, Item 10, Scientific/Educational Permit Files.</p> <p>Backup correspondence may be retained only three years, in accordance with the <i>General Administrative Records Retention Schedule</i>, Item 62.</p>
06	<p>Fish Transportation Permit Files (Copy):</p> <p>Anyone who wants to move live fish or export from the State must have a transportation permit. The majority of the permittees are instate hatcheries. School hatchery projects also are permitted. Arranged numerically within each region.</p>	C+20	-	-	C+20	X	<p>C=Until permit expires.</p> <p>NOTE: There is an administrative requirement to know previous history transport of particular stock. Some of this information is input into a <i>Fish Transport Database</i>.</p>

Retention

Disposition

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Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
07	<p>Hatchery Fish Production Database: Hatcheries submit their annual reports to the Section and certain fields are input into this database. Information captured includes numbers of: eggs taken, fish released and adults returning to the hatchery on an annual basis.</p>	C	-	-	C	X	C=Until obsolete, superceded or administrative need is met.
08	<p>Special Project Files: This series consists of special projects the Section is involved with including: shellfish hatchery construction, aquatic farms, US/Canada enhancement, statewide fisheries planning.</p>	C+5	-	*P	C+5	X	<p>C=Until project is completed or issue is no longer current.</p> <p>*Special Files may have historical significance; consult State Archives prior to disposal.</p>
09	<p>Mariculture Database: Consists of all mariculture program aquatic farm and hatchery permits including associated permits such as shellfish transport and oyster spat transport permits. The purpose of this database is to monitor the program and regulate the industry; it captures the following information: number of aquatic farm permit applications, new farm permits issued, permits pending/still in progress, total permitted aquatic farms, shellfish hatcheries/ nurseries, farm/hatchery major amendments applications, etc.</p>	C	-	-	C	X	C=Until obsolete, superceded or administrative need is met.