



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: 113201

Agency ID #: 364

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF FISH & GAME

DIVISION OF COMMERCIAL FISHERIES

REGIONAL OFFICES

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, and Amendments 1 thru 4, 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.

Certain information administered by the Regional Offices may be confidential per AS 16.05.815. This records schedule is to be used by all regions and field offices: Southeast (Region I); Central (Region II); AYK (Region III); Westward (Region IV); and, supercedes schedule #113200.
 Statutory/Regulatory Authority: AS 16; 5 AAC.

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 allocations established through public regulatory processes.

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 Doug Mecum	State Archivist <i>[Signature]</i>	Date 6/10/03	Attorney General <i>[Signature]</i>	Date 6/3/03
Signature of Division Director <i>[Signature]</i>	Date 5/21/03	Records Analyst D. Dawson	Date 5/15/03	Commissioner of Administration <i>[Signature]</i>

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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 general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Division of Commercial Fisheries Regional Offices staff 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 downloaded from the Archives & Records homepage.</p>
2	<p>Vessels Engineering Logs (aka Maintenance & Repair Logs):</p> <p>These logs document all maintenance and repair performed on any Departmental vessel and includes the following types of information: vessel name, location, type of service performed, date, who performed. The logs are kept current on each individual vessel until full and then transferred to the Regional Office.</p> <p>Arranged chronologically.</p>	5	-	-	5	X	
3	<p>Vessels Wheelhouse Logs (aka Deck, Bridge & Captain's Logs):</p> <p>These logs document all vessel voyages including: date and time; compass heading; engine revolutions per minute; destination; barometric pressure; wind direction, force; sea condition; and visibility. These logs have legal value and are signed by the master of the vessel.</p> <p>Arranged chronologically.</p>	10	-	P	-		<p>The logs are kept current on each individual vessel until full and then transferred to the Regional Office. Log contents may be included within Regional Information Report, See Item 5.</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>Project Management Files:</p> <p>This series consists of reports, biological data relating to stock assessment and fishery management, pre-season management outlooks, post season summaries, and correspondence pertaining to State-owned field facilities in Bristol Bay, Prince William Sound, etc.</p> <p>Arrangement varies.</p>	10	-	-	10	X	
5	<p>Regional Information Reports:</p> <p>The Regional Information Report Series 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.</p>	20	-	-	20	X	Office of Record is Headquarters.
6	<p>Emergency Orders (Copies):</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.</p> <p>Arranged by report number.</p>	C			C	X	<p>C=Until obsolete, superceded or administrative need is met.</p> <p>Office of Record is Headquarters.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>GIS Base Maps:</p> <p>This series consists of digitized base maps of fishing statistical areas, regulatory areas, and sections and are accessed from a file server by Division staff. Original maps are produced by the Department of Natural Resources, the US Geological Survey, etc.</p>	C	-	-	C	X	<p>C=Until documentation is obsolete, superceded or administrative need is met.</p> <p>GIS: Geographic Information System</p>
8	<p>Property Control Records:</p> <p>Agency copies of controlled property inventory reports, excess property reports, property transfer documents, and related correspondence.</p>	1	-	-	1		<p>Inventory printouts are retained only until superceded.</p> <p>Office of Record is Headquarters.</p>
9	<p>STATE EQUIPMENT RECORDS (Delivery Order, Correspondence, General Maintenance Records):</p> <p>STATE EQUIPMENT RECORDS (Warranty Information, Instruction/Operating Manuals, Repair/Maintenance History, etc.):</p>	3 C+4	- -	- -	3 C+4		<p>Office of Record for vehicle documentation is the Statewide Equipment Fleet. C=For the life of the equipment.</p> <p>JUSTIFICATION FOR RETENTION: Most torts carry a two year statute of limitations; some have three. The Department of Law doesn't always get brought into a case immediately upon expiration of the statute of limitations. Retaining warranty data, manuals and repair/maintenance history records for the life of the equipment plus four years will protect the State in 99% of its cases.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p>Computer System Documentation File:</p> <p>Documentation file may include: program/system documentation, application software licenses/agreements, data systems/file specifications, codebooks, file layouts, user guides, usage/inventory reports, output specifications, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the Division's Internet site.</p>	C	-	-	C		C=Until documentation is obsolete, superceded or administrative need is met.
11	<p>Personal Use/Subsistence Permits:</p> <p>Permits issued by the offices in Region I to grant personal use or subsistence harvest of crab or salmon.</p>	3	-	-	3		<p>Certain data is entered into the IFBD (Integrated Fisheries Database, aka "Alex").</p> <p>Permits (Hardcopy) are stored at Region I in Douglas, at the Lemon Creek warehouse, and in area offices.</p>
12	<p>Shellfish Registrations for King, Tanner, Dungeness, Shrimp (pot/beam trawl), & Scallop:</p> <p>This fileset documents participation in commercial shellfish fisheries. Original buoy tag numbers are assigned during the registration process.</p> <p>Forms are arranged by vessel name at Region I offices and the subport.</p>	3	-	-	3		Electronic records are maintained by Region I in a spreadsheet on the R: network drive.

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
13	<p>Shellfish Replacement Tag Affidavit:</p> <p>This affidavit is submitted by the commercial fisher to report lost tag numbers and request replacement tags and numbers.</p> <p>Forms are arranged by vessel name at Region I office and the subport.</p>	3	-	-	3		<p>Electronic records are maintained by Region I in a spreadsheet on the R: network drive.</p>
14	<p>Shellfish Lost Gear Form:</p> <p>Form submitted by the commercial fisher to report lost gear.</p> <p>Forms are arranged by vessel name at Region I office and the subport.</p>	3	-	-	3		<p>Electronic records are maintained by Region I in a spreadsheet on the R: network drive.</p>
15	<p>Shellfish Late Registration Form:</p> <p>Form submitted by the commercial fisher to the department to request a late registration for participation in commercial shellfish fisheries.</p> <p>Forms are arranged by vessel name at Region I office and the subport.</p>	3	-	-	3		<p>Electronic records are maintained by Region I in a spreadsheet on the R: network drive.</p>