



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 113302

Agency ID #: 360

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DEPARTMENT OF FISH & GAME
 DIVISION OF COMMERCIAL FISHERIES
 APPLIED RESEARCH SECTION

KEY

- 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 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 Applied Research Section may be confidential per AS 16.05.815. This records schedule supercedes #113301.

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 allocation established through public regulatory processes. The Division researches the status of exploited fish stocks and established biological guidelines to protect reproductive biomasses. The Division rehabilitates or enhances the stocks where possible, and manages harvests within acceptable limits.

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>Shirley McCarty</i>	Date 1/6/03	Attorney General <i>B. HA</i>	Date 12/16/02
Signature of Division Director <i>Doug Mecum</i>	Date 12/9/02	Records Analyst <i>D. Dawson</i>	Date 12/3/02	Commissioner of Administration <i>W. J. ...</i> Date 12/24/02

RECORDS RETENTION SCHEDULE CONTINUATION

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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>Applied Research Section 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>Research Project Files (Originals):</p> <p>(Master Microfilm):</p> <p>(Workcopy Microfilm):</p> <p>Backup for research projects including: publications, journal article reprints, reports, statistical data and correspondence.</p> <p>Arranged alphabetically by species within each region.</p>	C	-	-	M	X	<p>C=Until microfilmed. Originals may be destroyed after microfilm is certified "true and correct."</p> <p>The final product of this series may become a report or publication (refer to Item 3.)</p>
		-	-	P	-		
		P	-	-	-		
3	<p>Reports & Publications Files:</p> <p>This series consists of reports published in professional journals, papers delivered at symposia, departmental reports, and other applied fishery research reports administered by the publications section and marine fishery scientist. Examples of topics include: management strategies for crab populations, population estimation methods, fishing gear, reports to the North Pacific Fishery Management Council and Alaska Board of Fisheries, etc. Arrangement varies: Regional Information Reports (report number); AFRB (chronological, twice per year); others within the unit (alphabetically by topic/subject).</p>	C	50	P	-	X	<p>C=Until obsolete, superceded or administrative need is met. Records are administered in the records center for fifty years from date of publication. Justification: Administrative Need.</p> <p>Annual accrual rate is approximately one cubic foot.</p> <p>AFRB: Alaska Fishery Research Bulletin</p> <p>Eight copies of each AFRB are sent to the Alaska State Library.</p>