



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: 113600

Agency ID #: 659

RECORDS RETENTION SCHEDULE

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<p><b>DEPARTMENT OF FISH &amp; GAME</b></p> <p><b>DIVISION OF COMMERCIAL FISHERIES</b></p> <p><b>INFORMATION SERVICES SECTION</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - Current/or as defined</p>
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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 **Calendar** 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. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Certain information administered by the Information Services Section may be confidential per AS 16.05.815.

Statutory/Regulatory Authority: AS 16; 5 AAC. This is an entirely new records schedule. There are separate schedules for Fisheries Management (#111701); Research (#113302); Regional Offices (#113201); and, Administration Headquarters (#111301).

The Information Services Section analyzes and distributes information on commercial fishing and the seafood industry in Alaska. The section receives and processes information requests; develops information policies; maintains the Division of Commercial Fisheries' Web site; coordinates internal distribution and analysis of ADF&G information; issues permits, code plates, and fish ticket forms required of seafood processors, buyers, and fishermen; collects and enters data from the Commercial Operators' Annual Reports; and, annually surveys processing capacity.

NOTE: Under 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  <b>Doug Mecum</b>	State Archivist 	Date <b>6-20-05</b>	Attorney General 	Date <b>6/9/05</b>	
Signature of Division Director 	Date	Records Analyst <b>D. Dawson</b>	Date <b>5/31/05</b>	Commissioner of Administration 	Date <b>6/17/05</b>

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></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>Information Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Archives &amp; Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p><b>Upload/Download Records; Phone/Shipping Logs:</b></p> <p>This fileset relates specifically to records administered by the fishery biologist in the Seafood Industry Coordinator position.</p> <p>Arranged chronologically in the Seafood Industry Coordinator position.</p>	3	-	-	3		<p>Certain data may be confidential per AS 16.05.815.</p>
3	<p><b>Commercial Operator's Annual Reports (COAR):</b></p> <p>Operators are required per 5 AAC 39.130 to submit accurate and complete summaries of activity for each Intent to Operate form (Item 4) filed. This series consists of certifications and buying/production reports for commercial buyers, processors, and exporters operating in Alaska and the Exclusive Economic Zone. Buying/Production forms capture species, process, product, gear, and area codes; total value and price per pound.</p> <p>Arranged by processor code.</p>	3	12	P	-	X	<p>Data from this report series is entered into the ENCOAR database. It provides economic data regarding processing quantities, exvessel and wholesale values, and processing activities.</p> <p>Certain data may be confidential per AS 16.05.815.</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><b>Intent to Operate:</b></p> <p>The Department of Revenue, Fisheries Business License Section transmits these applications packets and data to Fish &amp; Game. Information captured includes: business, facility/vessel, activities, fishery area, code plate numbers, ticket types and signature.</p> <p>Arranged by processor code.</p>	3	-	-	3		<p>Department of Revenue administers Record Copy of original application. Certain data from this series is input into the ENCOAR database, which 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.</p> <p>Certain data may be confidential per AS 16.05.815.</p>
5	<p><b>Request Forms:</b></p> <p>Includes the following request forms: Fish Ticket Data Report Request, Request for Release of Fish Ticket Data to a Third Party and Request for Release of Processor Information</p> <p>Arranged alphabetically by requestor's last name.</p>	3	-	-	3		<p>Certain data may be confidential per AS 16.05.815.</p>
6	<p><b>Certified Record of Naming a Company Agent:</b></p> <p>Authorized representatives certify they meet the requirements set forth in 5 AAC 39.130 to operate as a legal processor or primary fish buyer.</p> <p>Arranged numerically by processor code.</p>	3	17	-	20	X	

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Special Applications:</b></p> <p>Includes the following types of applications: Fish Transporter Permit, Independent Buyer Permit, Waivered Buyer Permit and Catcher/Seller Permit.</p> <p>Arranged numerically by processor code.</p>	3	17	-	20	X	Certain data is entered into ENCOAR.
8	<p><b>Applications Not Assigned a Processor Code:</b></p> <p>This fileset relates to Items 4-7 and constitutes applications received that are not permitted, and for which no processor code is assigned.</p> <p>Arranged chronologically by year.</p>	3	-	-	3		Certain data may be confidential per AS 16.05.815.
9	<p><b>Processor Capacity Surveys:</b></p> <p>Processors may be required per 5 AAC 39.132 to provide estimates of their maximum processing capacity for the upcoming fishing season. This series includes survey mailing lists, survey forms and processor responses, summary reports of survey results, survey database files, and other report comparing survey results to actual processing capacity.</p> <p>Arranged alphabetically by company name.</p>	3	17		20		Certain data may be confidential per AS 16.05.815 & 5 AAC 39.132.