



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: 110203

Agency ID #: 368

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF FISH & GAME

OFFICE OF THE COMMISSIONER

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 #100.2, 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. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted all records series are nonconfidential. Refer also to the Office of the Commissioner Records Retention Schedule for further guidance. This records schedule supercedes #110202.

Statutory/Regulatory Authority: AS 16; AS 36; AS 37; AS 39; AS 44.

The Commissioner is the principal executive for the Alaska Department of Fish and Game; responsible for the protection, management, conservation, and restoration of Alaska's fish and game resources.

The Alaska Department of Fish and Game's mission is to manage, protect, maintain, and improve the fish, game and aquatic plant resources of Alaska. The primary goals are to ensure that Alaska's renewable fish and wildlife resources, and their habitats are conserved and managed on the sustained yield principle, and; that the use and development of these resources are in the best interest of the economy and well-being of the people of the State.

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 prescribed 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.

Divison Director - <b>McKie Campbell, Commissioner</b>	State Archivist - <i>[Signature]</i>	Date 12-4-06	Attorney General - <i>Craig J. Talley</i>	Date 11/24/06
Signature of Divison Director <i>[Signature]</i>	Date 10/10/06	Records Analyst <i>Christopher L. Hill</i>	Date 10-3-06	Commissioner of Administration <i>[Signature]</i>

DIVISION OF FINANCE

NOV 30 2006

**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><b>COMMISSIONER RECORDS</b>  <b>[Unless otherwise listed on this schedule]:</b></p> <p>The Commissioner General Schedule includes the following types of files: reading, program administration, special projects, legislative, regulation, policies, procedures, legal opinions, reports, minutes/meeting, public information and hearing officer.</p> <p>Other administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology are referenced on the General Administrative Records Schedule.</p>	-	-	See GS	See GS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The Commissioner General Records Retention Schedule and General Administrative Records Retention Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the General Schedule (GS).</p>
2	<p><b>Subject and Correspondence Files:</b></p> <p>This series consists of correspondence with departmental divisions, executive agencies, federal, international and Native organizations. Includes information related to the administration of Departmental programs and special projects.</p> <p>Arranged according to a subject classification system.</p>	1	4	P	-		<p>Transfer copy of File System Outline with each shipment to Records Center.</p> <p>Certain documents may be confidential per the Alaska Constitution, Article 1, Section 22 (Attorney/Client Privilege) and Alaska Statute 39.52.340 (Ethics). Annual accrual rate is approximately 8-9 cubic feet.</p> <p>Refer also to the Office of the Commissioner Records Retention Schedule, Item 1 (Reading Files).</p>
3	<p><b>Deputization Files:</b></p> <p>This series includes affidavits, photographs and statements regarding department employees that have enforcement duties, such as Fish and Game Wildlife Officers and Peace Officers, under provisions of AS 16.05.150.</p> <p>Arranged alphabetically by employee.</p>	C	-	-	C		<p>C=Until employee terminates with department and all administrative need is met. If employee is reemployed by department, must be redeputized.</p> <p>Refer also to the Office of the Commissioner Records Retention Schedule, Item 8 (General Administrative, Transitory &amp; Miscellaneous Information).</p> <p>Records in the custody of the Criminal Justice Planners, Sport Fish Division, Anchorage.</p>

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>Memorandum of Agreement/Understanding Files:</b></p> <p>This series documents cooperative agreements/projects between the Department and other agencies--State, federal and international.</p> <p>Arranged alphabetically by organization.</p>	C+3	-	-	C+3		<p>C=Until agreement/project is terminated.</p> <p>Under AS 09.10.053 the Statute of Limitations on contract is 3 years.</p> <p>Refer also to Item 50 (Procurement Files) listed on the General Administrative Records Retention Schedule.</p>
5	<p><b>United States/Canada Files:</b></p> <p>This series includes historical files on the Pacific Salmon Commission, joint panel treaty negotiation correspondence and general US/Canada information.</p> <p>Arranged by calendar year alphabetically by employee.</p>	C+5	-	P	-		<p>C=Until the issue is no longer current. Annual accrual rate is approximately 8 - 9 cubic feet.</p>