



RECORDS RETENTION SCHEDULE

<b>DEPARTMENT OF FISH &amp; GAME</b>  <b>OFFICE OF THE COMMISSIONER</b>  <b>BOARDS SUPPORT SECTION</b>	<b>KEY</b>			
	<b>A</b>	- After Audit	<b>Numerals</b>	- Years in Addition to current year
	<b>CFY</b>	- Current Fiscal Year	<b>TO</b>	- Term of Office
	<b>CY</b>	- Current Year	<b>M</b>	- After Microfilming
	<b>P</b>	- Permanent	<b>C</b>	- 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. This records schedule supercedes #110805.

Statutory Authority: AS 16.05; AS 16.20; AS 44.62; AAC Title 5; Public Law 96-487.

The mission of the Boards of Fisheries and Game is to assure that Alaska's regulatory system relating to fish and wildlife resources is efficient, legal, timely and effective. The Boards promulgate regulations for the conservation, development and utilization of these resources.

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.

Division Director	State Archivist		Date	Attorney General	Date
<b>Jim Marcotte, Executive Director</b>	<i>[Signature]</i>		12-4-06	<i>[Signature]</i>	11/24/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	11/9/06	<i>[Signature]</i>	10-3-06	<i>[Signature]</i>	12/3/06

DIVISION OF FINANCE

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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>Joint Boards [Meetings] General Subject Files:</b></p> <p>This series consists of Attorney General opinions, correspondence, legal notices, litigation information, meeting agendas, meeting books, minutes, news releases, petitions and resolutions (public), public comments, regulations, resolutions and logs, etc.</p> <p>Arranged alphabetically.</p>	3	7	P	-	X	<p>Annual accrual rate is approximately 2 cubic feet.</p> <p>Justification for 10-year Retention: Administrative Need.</p> <p>The Meeting Books consist of working files that result from the annual meeting of the Joint Board. Refer also to the General Administrative Records Retention Schedule, Item 65 (Minutes &amp; Meeting File--Major Policy Making).</p>
2	<p><b>Board of Fisheries Files:</b></p> <p>Records series consists of Attorney General opinions, Board and Council business, correspondence, directives and policy, final actions on proposals, hearings, issues, legal notices, meeting agendas and formats, litigation information, meeting books, minutes, news releases, petitions and resolutions (public), public comments and original proposals, regulations, resolutions, roll calls, staff reports, testimony cards and logs, etc.</p> <p>Arranged alphabetically.</p>	3	7	P	-	X	<p>Annual accrual rate is approximately 6 cubic feet.</p> <p>Justification for 10-year Retention: Administrative Need.</p> <p>The Fisheries Board meets approximately 5-6 times per year. The Meeting Books consist of working files that result from the annual meeting of the Board of Fisheries. Refer also to the General Administrative Records Retention Schedule, Item 65 (Minutes &amp; Meeting File--Major Policy Making).</p>
3	<p><b>Board of Game Files:</b></p> <p>Consists of Attorney General opinions, Board and Council business, correspondence, directives and policy, final actions on proposals, hearings, issues, legal notices, meeting agendas and formats, litigation information, meeting books, minutes, news releases, petitions and resolutions (public), public comments and original proposals, regulations, resolutions, roll calls, staff reports, testimony cards and logs, etc.</p> <p>Arranged alphabetically.</p>	3	7	P	-	X	<p>Annual accrual rate is less than one cubic foot.</p> <p>Justification for 10-year Retention: Administrative Need.</p> <p>The Game Board meets approximately once per year. The Meeting Books consist of working files that result from the annual meeting of the Board of Game. Refer also to the General Administrative Records Retention Schedule, Item 65 (Minutes &amp; Meeting File--Major Policy Making).</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>Recorded Meeting Tapes &amp; Logs:</b></p> <p>Records series consists of media that is part of Items 1 - 3, but are filed separately and constitute the minutes of the Board meetings. The tapes are not transcribed and are recognized by the Board as the "official minutes" (different from those minutes in Items 1 - 3).</p> <p>Arranged chronologically.</p>	3	7	P	-	X	<p>The audio tapes are scheduled for permanent retention in the archives after ten years. This media, however, is impermanent and will not be audible forever. Currently the archives does not have a preservation remastering program to ensure the longevity of the media; therefore, the archives makes no guarantees as to tape listenability.</p> <p>Justification for 10-year Retention: Administrative Need.</p> <p>Annual accrual rate is less than one cubic foot.</p>
5	<p><b>Local/Individual Advisory Committee Files:</b></p> <p>Consists of Committee authorities, correspondence, manuals, meetings minutes, membership listings, newsletters, regulations, requests for new committees, structure and reorganization data, public meeting notices and membership nominations.</p> <p>Arranged alphabetically.</p>	5	-	P	-		<p>Statutory Authority: AS 16.05.260.</p> <p>Recommendations of the Advisory Committees are forwarded to the appropriate Board for consideration. Refer to Items 1 - 3.</p> <p>Retain Travel, Per Diem &amp; Administrative Files for three years, per the General Administrative Records Retention Schedule.</p>
6	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>The Boards Support Section 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>