



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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 Archives and Records Management Services  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 111203

Agency ID #: 366

Page 1 of 2

<p><b>DEPARTMENT OF FISH &amp; GAME</b></p> <p><b>OFFICE OF THE COMMISSIONER</b></p> <p><b>PUBLIC COMMUNICATIONS OFFICE</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 #100.2, 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.

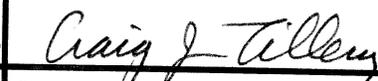
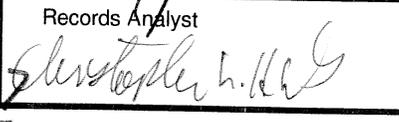
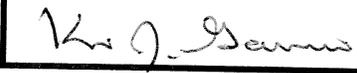
Unless otherwise noted all records series are nonconfidential. Refer also to the Office of the Commissioner Records Retention Schedule for further guidance. This records schedule supercedes #111202.

Statutory/Regulatory Authority: AS 16; AS 36; AS 37; AS 39; AS44.

The Alaska Department of Fish and Game's mission is to protect, maintain, and improve the fish, game, and aquatic plant resources of the state, and manage their use and development for the maximum benefit of the people of the state, consistent with the sustained yield principle.

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 <b>McKie Campbell, Commissioner</b>	State Archivist 	Date 12-4-06	Attorney General 	Date 11/24/06	
Signature of Division Director 	Date 10/10/06	Records Analyst 	Date 10-3-06	Commissioner of Administration 	Date 12/3/06

DIVISION OF FINANCE

NOV 30 2006

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER** 111203

111203

**Page** 2

**Agency ID**

366

Retention				Disposition			Remarks
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	
1	<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 Public Communications Office will follow retention periods as listed in the Commissioner General Records Retention Schedule (CGS) and 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 Commissioner General Schedule and the General Administrative 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 CGS and GRS.</p>
2	<p><b>AGENCY STRUCTURE &amp; HISTORY FILES:</b></p> <p>This series consists of the following series: Publications, Press Releases, Alaska's Wildlife, Video Tapes, Photographic Records, etc.</p>	5	-	P	-		<p>These records possess longterm research value and document agency activities and accomplishments.</p> <p>Refer to the General Administrative Records Retention Schedule, Item 61 (Program History Files) for further reference.</p>
3	<p><b>Special Projects:</b></p> <p>Consists of correspondence and information related to the administration of agency programs; or special projects such as wolf control, disaster files, etc.</p>	C+3	-	**	C+3		<p>C=Until project is concluded or administrative/management need is met.</p> <p>**Submit file titles for archival review prior to disposition.</p> <p>Refer also to the Office of the Commissioner Records Retention Schedule, Item 2 (Program Administration &amp; Special Project Files).</p>