



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: 113700

Agency ID #: 660

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DEPARTMENT OF FISH & GAME  DIVISION OF HABITAT	<p style="text-align: center;"><b>KEY</b></p> <p>A - After Audit    Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year    TO - Term of Office</p> <p>P - Permanent    S/M - After Scanning/ Microfilming</p> <p>C - 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 Retention Schedule, 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 #105000. Agency functions documented on this schedule were previously administered by the Dept. of Natural Resources, Office of Habitat Management & Permitting. AS 16.05.841-16.05.861; AS 16.05871-16.05.901; 11 AAC 95.

The mission of the Habitat component is to protect Alaska's valuable fish and wildlife resources and their habitats as Alaska's population and economy continue to expand.

NOTE: Under 4 AAC 59.005 it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

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  Kerry Howard	State Archivist  <i>D. Dawson</i>	Date  11/6/09	Attorney General  <i>Craig J. Lilly</i>	Date  10/27/09	
Signature of Division Director/Designee  <i>Kerry Howard</i>	Date  9/22/09	Records Analyst  <i>Christopher Hies</i>	Date  9-22-09	Commissioner of Administration  <i>Ken Swanson</i>	Date  11/14/09

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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>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 Division of Habitat staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General 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 GRS. Refer to the GRS for the state e-mail policy.</p>
2	<p><b>ACMP Reviews:</b></p> <p>These are project reviews that are coordinated through the Division of Coastal &amp; Ocean Management, DNR that do not require a permit from Habitat.</p> <p>Arranged by Habitat State Identification number.</p>	C+10	10	-	C+20		<p>C=After the review is concluded.</p> <p>Certain information from this series is entered into the Permit Tracking System, Item 11.</p>
3	<p><b>Title 16 Permits:</b></p> <p>This series consists of permits issued to protect and conserve Alaska fish and game populations and their habitats within anadromous fish streams and to ensure that human activities within all fish streams do not impede the free and efficient passage of fish.</p> <p>Arranged by permit number.</p>	P	-	-	-	X	<p>Permits issued from KRC (Soldotna/Kenal) are filed according to tax parcel ID or organization names that have projects that involved multiple areas (i.e. Alaska Railroad, ADOT, etc.)</p> <p>Certain information from this series is entered into the Permit Tracking System, Item 11.</p>

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		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Corps of Engineer (COE) Permit Files:</b></p> <p>These project reviews are initiated by the Corps of Engineers. Some only require Habitat comments; others require Habitat permitting.</p> <p>Arranged alphabetically by COE Waterway and numerically.</p>	C+20	15	-	C+35		<p>C=After the permit expires. Office of Record for the federal government is the Corps of Engineers.</p> <p>Justification for "C+20" retention: Administrative need. These projects continually re-occur and Office needs historical information.</p> <p>Certain information from this series is entered into the Permit Tracking System, Item 11.</p>
5	<p><b>Other Federal or State Agency Permits:</b></p> <p>These permits include DNR water rights; misc. land use permits; EPA/NPDES permits; US Forest Service permits such as access, construction of recreational cabins and timber harvest; DEC wastewater discharge permits; pesticides use applications, etc.</p> <p>Arranged under a subject classification system.</p>	C+3	3	-	C+6		<p>C=After the permit expires.</p> <p>Certain information from this series is entered into the Permit Tracking System, Item 11.</p>
6	<p><b>Land Planning Files:</b></p> <p>This series consists of ACMP and State Area Plans.</p> <p>Arranged under a subject classification system.</p>	C+10	-	-	C+10		<p>C=Until the review is completed or all administrative need has been met. Maintaining an historical perspective is important to the ongoing review process.</p>

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7	<p><b>Anadromous Waters Files:</b></p> <p>Stream-specific reference material used to research fishery values for pending resources development proposals which require review and approval by the Department under AS 16.05.841-.861 and AS 16.05.871-.901. This series documents the chronological history of permitting decisions on individual anadromous streams.</p> <p>Arranged by stream number.</p>	C	-	P	-	X	<p>C=Until obsolete, superceded or administrative need is met.</p> <p>Certain information from this series is entered into the AWC, Item 8.</p>
8	<p><b>Anadromous Water Cataloging System (AWC, Electronic):</b></p> <p>The catalog of water important to spawning, rearing or migration of anadromous fishes, (aka AWC or ANAD) contains information on streams, rivers and lakes documented as used by anadromous fish for spawning, rearing and migration. Consists of a Geographic Information System and includes location of anadromous fish water, fish species using the waters and fish live history phases for which the waters are used.</p>	P	-	-	-	X	<p>Refer to 4 AAC 59.005 Retention &amp; Preservation of Electronic Records.</p>
9	<p><b>Oil &amp; Gas Lease Files:</b></p> <p>This series consists of State and federal oil and gas lease sale proposals that document the Department's efforts to promote mitigation measures to protect fish and wildlife resources, habitats, and harvest activities.</p> <p>Arranged alphabetically by Lease Sale Area.</p>	C	-	P	-	X	<p>C=Until obsolete, superceded or administrative need is met.</p>

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10	<p>Special Areas Files: <i>(ELECTRONIC)</i></p> <p>This series documents special area permit and planning files on State Game Refuges, Critical Habitat Areas and Sanctuaries. Provides an administrative and historic record regarding the purposes for which areas were established, the evolution of compatible uses and the basis for permit decisions on resource development and use proposals under 5 AAC 95.</p> <p>Arranged numerically by Management Plan.</p>	P	-	-	-	X	<p>Refer to 4 AAC 59.005 Retention &amp; Preservation of Electronic Records.</p> <p>Certain information from this series is entered into the Permit Tracking System, Item 11.</p>
11	<p>Permit Tracking System (Electronic):</p> <p>The purpose of the Permit Tracking System is to document the ACMP, EPA/NPDES, Fish Habitat Title 16, etc. reviews. This system captures review action data including agency staff involved, times, final actions, recommendations, and is used to generate annual permit summary reports, reports for the legislature and other management products.</p>	P	-	-	-	X	<p>Refer to 4 AAC 59.005 Retention &amp; Preservation of Electronic Records.</p> <p>The Anchorage, Fairbanks, Juneau, Soldotna, Palmer, and Craig offices utilize this MS Access database.</p>
12	<p>Cabin Tracking (Electronic):</p> <p>This system consists of an inventory of all cabins and structures that have been constructed on State Special Areas (Refuges, Critical Habitats, or Sanctuaries) and includes structure: owner, address, condition, permit status and photograph.</p>	P	-	-	-	X	<p>Refer to 4 AAC 59.005 Retention &amp; Preservation of Electronic Records.</p>

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13	<p><b>Kenai River Development Inventory (Electronic):</b></p> <p>This systems consists of an inventory of all structures that have been constructed in or adjacent to the Kenai River and includes structure: owner, address, condition, permit status and photograph.</p>	P	-	-	-	X	Refer to 4 AAC 59.005 Retention & Preservation of Electronic Records.