



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 380 Schedule No: 11-380.1

DEPARTMENT OF FISH AND GAME
 DIVISION OF SPORT FISH
 380 - HEADQUARTERS

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

All records series are nonconfidential. This schedule supersedes #110703.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
	*		1/22/07
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	3/9/07	*	3/19/07
State Archivist	Date	Records Analyst	Date
*	3/21/07	*	1/19/07

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Scientific Collecting Permits (Paper) Under AS 16.05.930 the department may issue a special permit for the collection or exportation of fish and game for scientific or educational purposes; or for propagation or exhibition purposes. The Commissioner signs and approves this permit. Series includes all relevant backup including application and reason for permit request.</p> <p>Arranged within the calendar year by type (SF for Sport Fish, e.g.) and permit number.</p>	H & E	C+3		<p>C = Until permit expires.</p> <p>All permits are held on Sport Fish V: drive in both Word and PDF files from mid-1990's.</p>
<p>002 - Trophy Fish Affidavits ADF&G issues trophy certificates for species caught that meet minimum weight requirements. Affidavits that are submitted contain the following information: type of fish; certified weight; date caught; where caught, name, address and signature of contestant, etc. Department acknowledges receipt of affidavit to applicant and provides certificate and patch to those qualified.</p> <p>Arranged alphabetically by species.</p>		3		<p>See item #003.</p> <p>All data from the affidavits is input into the Sport Fish Trophy Certification System (STROPHY). See item #004.</p>
<p>003 - Champion Fish Records This series consists of the state record for each species determined by submitted affidavits. A champion fish certificate signed by the Commissioner and Director is sent to the winner.</p> <p>Arranged alphabetically by species.</p>		PA	Y	<p>See item #002.</p> <p>Annual accrual rate is less than .1 cubic foot.</p>
<p>004 - Sport Fish Trophy Certification System (STROPHY) This database captures much of the information from the Affidavits (item #002), records trophy catches and issues trophy certificates.</p>	D	C	Y	<p>C = Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records and 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p> <p>See item #002.</p> <p>Database is administered in Access.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key	Format Key	Bus. Ess = Business Essential
<p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>005 - Board of Fisheries Records (Copy) Copies of staff comments, maps, tables, graphs, and deliberative reports presented to the Board of Fisheries.</p> <p>Arranged alphabetically.</p>		3		Office of record is the Board of Fisheries.
<p>006.1 - Research and Technical Services (RTS) Final Reports (Hardcopy) This series includes the Fishery Data Series, Fishery Manuscripts, Fishery Management Reports, Special Publications, and Professional Papers. All reports are printed out; hardcopies and PDF's are transmitted annually to the Alaska State Library and the Alaska Research Library Information System (ARLIS).</p>		S	Y	S = After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed.
<p>006.2 - Research and Technical Services (RTS) Final Reports (Electronic & CD) This series includes the Fishery Data Series, Fishery Manuscripts, Fishery Management Reports, Special Publications, and Professional Papers. All reports are printed out; hardcopies and PDF's are transmitted annually to the Alaska State Library and the Alaska Research Library Information System (ARLIS).</p>	E	PA	Y	<p>Reports are administered on the Sport Fish Anchorage network and copied to archival quality CDs.</p> <p>CDs include all PDF, WORD, and Excel documents that comprise each report and are stored on site.</p>
<p>007 - Project Files This series consists of division project files including: Family Fishing Day and other aquatic coordination, Statewide Stocking Plan for Recreational Fishing, Access, and Land Acquisition. Files may include grant agreements, correspondence, blueprints, diagrams, original Mylar, pictures, site remediation, work plans and final reports.</p> <p>Arranged alphabetically by project.</p>		C+5	Y	<p>C = Until project is completed (Access Project Files are open for 15 - 25 years)</p> <p>For Land Acquisition Files, C = Until the state no longer has an interest in the property.</p> <p>Note: Project synopses related to Federal Aid to Sport Fish Restoration funding are kept by the federal aid coordinator.</p>

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<p>008 - Emergency Orders (Originals) The Commissioner or authorized designee may, when circumstances require, summarily open or close seasons or areas or change weekly closed periods on game by means of emergency order. An emergency order has the force and effect of law under AS 16.05.060.</p> <p>Arranged numerically.</p>		PA	Y	<p>C = Until obsolete, superseded or administrative need is met.</p> <p>Copies are maintained in the Regional Offices.</p>
<p>009 - Regulation Files, Permanent and Emergency (Copies) Includes notice of adoption of regulation.</p> <p>Arranged numerically.</p>		C		<p>C = Until obsolete, superseded or administrative need is met.</p> <p>Office of Record for Regulation Files is the Department of Law.</p> <p>Office of Record if the emergency regulation becomes law is the Lt. Governor.</p>
<p>010 - Derby Records This records series documents administration of derbies that are allowed to sell derby caught fish. Files include application for permit, derby activities, correspondence, application to sell derby caught fish, brochures, and permits.</p> <p>Arranged alphabetically by location of derby.</p>		5		<p>Only 7 derbies currently sell derby caught fish.</p>

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