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STATE OF ALASKA

Schedule Number: 110703

Agency ID #: 380

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF FISH & GAME</p> <p>DIVISION OF SPORT FISH</p> <p>HEADQUARTERS</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent 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 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.

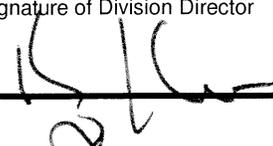
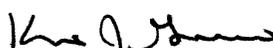
All records series are nonconfidential. This records schedule supercedes #110702.

Statutory Authority: AS 16.05.010 - AS 16.10.620, 840, 870; AS 16.20; AS 41.17; AS 46.40; 5 AAC 39.222; 5 AAC 46.001-70.060; 5 AAC 75.001-75.995; 5 AAC 95.001-.990; 16 USC 777-777k; 50 CFR Part .80.

The mission of the Division of Sport Fish is to conserve, manage and enhance the State's recreational fisheries resources; to conserve wild stocks of fish; provide and develop a diversity of recreational fishing opportunities and to optimize social and economic benefits to 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.

Division Director Kelly Hepler	State Archivist 	Date 3-21-07	Attorney General 	Date 3/9/07	
Signature of Division Director 	Date 1/22/07	Records Analyst 	Date 1-19-2007	Commissioner of Administration 	Date 3/19/07

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Scientific Collecting Permits (Paper):</p> <p>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>	C+3	-	-	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>
2	<p>Trophy Fish Affidavits:</p> <p>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	-	-	3		<p>See Item 3.</p> <p>All data from the affidavits is input into the Sport Fish Trophy Certification System (STROPHY). See Item 4.</p>
3	<p>Champion Fish Records:</p> <p>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>	10	-	P	-	X	<p>See Item 2.</p> <p>Annual accrual rate is less than .1 cubic foot.</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>Sport Fish Trophy Certification System (STROPHY).</p> <p>This database captures much of the information from the Affidavits (Item 02), records trophy catches and issues trophy certificates.</p>	C	-	-	C	X	<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 2.</p> <p>Database is administered in Access.</p>
5	<p>Board of Fisheries Records (Copy):</p> <p>Copies of staff comments, maps, tables, graphs, and deliberative reports presented to the Board of Fisheries.</p> <p>Arranged alphabetically.</p>	3	-	-	3		<p>Office of record is the Board of Fisheries.</p> <p>Refer also retention schedule #110806 Item 4 (Recorded Meeting Tapes & Logs).</p>
6	<p>Research and Technical Services (RTS) Final Reports (Hardcopy):</p> <p>Final Reports (Electronic & CD):</p> <p>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 C	- -	- P	S -	X	<p>S=After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed. Reports are administered on the Sport Fish Anchorage network and copied to archival quality CD's.</p> <p>C=Until obsolete, superceded or administrative/management need is met. CD's include all PDF, WORD, and Excel documents that comprise each report and are stored on site.</p> <p>Refer to Retention Schedule #111802, Item #6.</p>

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>Project Files:</p> <p>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	-	-	C+5	X	<p>C=Until project is completed (Access Project Files are open for 15 - 25 years); 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>
8	<p>Emergency Orders (Originals):</p> <p>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>	C	-	P	-	X	<p>C=Until obsolete, superceded or administrative need is met.</p> <p>Copies are maintained in the Regional Offices.</p>
9	<p>Regulation Files, Permanent and Emergency (Copies):</p> <p>Includes notice of adoption of regulation.</p> <p>Arranged numerically.</p>	C	-	-	C		<p>C=Until obsolete, superceded 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>See also the General Administrative Records Retention Schedule, Item 64 (Legislation & Regulation Working Files).</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p>Derby Records:</p> <p>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	-	-	5		Only 7 derbies currently sell derby caught fish.
11	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>The Division of Sport Fish Headquarters staff 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 Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>