



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 111802

Agency ID #: 379

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF FISH & GAME DIVISION OF SPORT FISH REGIONAL OFFICES	KEY			
	A	- After Audit	Numerals	- Years in Addition to current year
	CFY	- Current Fiscal Year	TO	- Term of Office
	CY	- Current Year	M	- After Microfilming
	P	- Permanent	C	- 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.

All records series are nonconfidential. This records schedule supercedes #111801 and #113100 (Habitat & Restoration) and is to be used by the regional offices in Southeast (Region I); Southcentral (Region II); and Interior (Region III); hatcheries; and field offices.
 Statutory Authority: AS 16.05.010-16.10.620, 840, 870; AS 16.20; AS 41.17; AS 46.40; 5 AAC 39.222; 5 AAC 46.001-70.060; 5 AAC 95.001-990; 6 AAC 80.130; 11 AAC 95; 18 AAC 70, 75; 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 assure habitats necessary for fish and wildlife and their uses are sustained.

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 full 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
Kelly Hepler	<i>[Signature]</i>		3-21-07	<i>[Signature]</i>	3/9/07
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	1/22/07	<i>[Signature]</i>	1-19-2007	<i>[Signature]</i>	3/19/07

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<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>Sport Fish Regional Office staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies 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>
2	<p>Emergency Orders (Copies):</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	-	-	C		<p>C=Until obsolete, superceded or administrative need is met.</p> <p>Originals are administered in Headquarters. Refer to Records Schedule #110703, Item #8 (Emergency Orders - Originals).</p>
3	<p>Regulation Files, Permanent & 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>Headquarters administers Fish & Game Record Copy. A copy is also administered in the Department of Law; and, if the emergency regulation becomes law Office of Record is the Lt. Governor.</p> <p>Refer also to 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	
4	<p>Research Raw Data:</p> <p>Fish counts; tag recovery; spawning studies; age, weight and length samples (AWL); habitat information; harvest information; guide registration. Most data is input into databases used by Research and Technical Services to produce final reports.</p>	C	10	-	C+10	X	<p>C=Until obsolete, superceded or administrative need is met.</p> <p>Information from this file set may be published in final reports, refer to Item #6.</p>
5	<p>Aquaculture & Hatchery Program Files:</p> <p>The Division currently administers three state hatcheries: one in Southeast (Crystal Lake) and two in Anchorage (Ft. Richardson and Elmendorf). Includes brood stock, fish release, and hatchery harvest information.</p>	C+5	-	-	C+5		<p>C=After program is concluded.</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.</p> <p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>Reports are administered on the Sport Fish Anchorage (SFANC) network and also archived on CD. CD's include all PDF, WORD, and Excel documents that comprise each report and are stored on site.</p> <p>Refer also Retention Schedule #110703, Item #6.</p>

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7	<p>Land Management Files:</p> <p>This series consists of land conveyances, a process which began in 1976, and documents the basis for the Division's standing in each land transfer, based on previously established position.</p> <p>Arrangement varies: alphabetically by allottee's last name; geographically by regional/village corporation, or borough/municipality; and, numerical by DNR ADL # on preference rights.</p>	P	-	-	-	X	<p>These records are litigation sensitive and may contain confidential material under Article I, Section 22, Alaska State Constitution.</p> <p>Records date from 1976.</p>
8	<p>Special Areas Files:</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>Records date from 1973.</p> <p>Refer also to records schedule #105000, Office of Habitat Management & Permitting, Item 10 (Special Areas Files).</p>
9	<p>Statewide Harvest Survey (Paper):</p> <p>Statewide Harvest Survey (Database):</p> <p>An annual mail out survey of sport fish anglers, both resident and nonresident. All returned surveys are scanned into Statewide Harvest Survey (SWHS) database administered out of Anchorage.</p> <p>Arranged by date keyed.</p>	3 C	- -	- -	3 C		<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>Confidential under AS 16.05.815 (Confidential nature of certain reports and records).</p>

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10	<p>Charter Guide Logbook Program (Paper & Electronic):</p> <p>This series consists of salt water and fresh water logbooks collected from charters. They include the name of the vessel, license number, pertinent vessel information, number of fish harvested, and the location of fish harvested. Entered into MS Access logbook database.</p> <p>Numeric by logbook number.</p> <p>Confidential under AS 16.05.490 and AS 16.40.280.</p>	P	-	-	-		<p>Records begin with CY 1998 files. Originals are administered at Research Technical Services in Anchorage for reference.</p> <p>Documents are scanned/verified to archival quality Compact Disc (CD).</p> <p>The agency will ensure proper safeguards and procedures are in place to facilitate access, including refreshing media and migrating information to new applications/technologies/media.</p>