



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: 111403

Agency ID #: 381

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF FISH & GAME DIVISION OF SUBSISTENCE	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.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #111402.

Statutory Authority: AS 16.05.090; AS 16.05.94; AS 16.05.258; AS 37.14.400; 5 AAC 99.010.

The Division of Subsistence was created in 1978 to protect subsistence users of fish and game as the priority use of Alaska's wild renewable resources. The Division is a research organization which conducts studies of subsistence fishing and hunting in Alaska, and researches all aspects of subsistence hunting and fishing in the lives of State residents. Staff also assist in the implementation of legislation regarding subsistence uses of wild resources in Alaska.

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	State Archivist		Date	Attorney General	Date
Elizabeth F. Andrews			8-15-06		8/8/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	7-28-06		7-25-06		8/11/06

DIVISION OF FINANCE

AUG 11 2006

RECORDS RETENTION SCHEDULE CONTINUATION

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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>The Division of Subsistence 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 Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>TECHNICAL PAPER SERIES:</p> <p>Documents the Division's work and is the most complete collection of current information about subsistence in Alaska. Some papers are written in response to specific fish and game management issues; others provide detailed, basic information on the subsistence uses of particular communities which pertain to a large number of scientific and policy questions.</p>	C	-	**	C		<p>C=Until administrative need is met.</p> <p>**If copies are NOT distributed through the State Library, transfer copies to the State Archives every five years.</p>
3	<p>COMMUNITY SUBSISTENCE INFORMATION SYSTEM (CSIS):</p> <p>The CSIS is a central repository of information on contemporary subsistence uses within Alaskan communities. Includes community harvest statistics, demographic and economic data.</p>	C	-	-	C		<p>C=Until data is obsolete, superceded or administrative need is met.</p> <p>Database is located in the Anchorage office on the Sportfish server.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>SUBSISTENCE LAND USE MAP COLLECTION (HARDCOPY & ELECTRONIC):</p> <p>This map series contains subsistence land use maps for selected communities and regions of Alaska. Paper maps depict areas at various scales, but most commonly as 1:250,000 USGS quadrangles. Some maps have been digitized and stored as computerized data files.</p>	C	-	-	C		<p>C=Until data is obsolete, superceded or administrative need is met.</p> <p>USGS: United States Geological Survey.</p> <p>Digitized maps are located in the Anchorage office on the Wildlife server.</p>