



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 372 Schedule No: 11-372.1

DEPARTMENT OF FISH AND GAME
 DIVISION OF WILDLIFE CONSERVATION
 372 - REGIONAL OFFICES

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.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #113002.

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
	*		10/13/10
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	3/10/11	*	11/17/10
State Archivist	Date	Records Analyst	Date
*	3/18/11	*	11/17/10

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - 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 per AS 16.05.060.</p> <p>Arranged Numerically.</p>		PA	Y	Original are retained in regional offices prior to transfer to the State Archives. Headquarters also administers a "Master File".
<p>001.2 - Emergency Orders (Copies) 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 per AS 16.05.060.</p> <p>Arranged Numerically.</p>		C	Y	C = Until obsolete, superseded or business need is concluded.
<p>002 - Endangered and Threatened Species Files This series documents the rationale as to why a species is listed and/or de-listed "endangered and threatened" . Consists of analyses, reports, news clippings, correspondence and other backup.</p> <p>Arranged alphabetically by species.</p>		PA		Records transferred to the State Archives may be sampled, unless transferring authority recommends otherwise. Original are retained in regional offices prior to transfer to the State Archives. Headquarters also administers a "Master File".
<p>003 - Marine Mammals Management & Research Records This series consists of documents relating to the department's marine mammal research and conservation programs and includes: correspondence, management/research reports, photographs, reference materials, etc.</p> <p>Arranged according to a subject file classification system.</p>		PA		This program is administered out of the Fairbanks Region III office.

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.

<p align="center">Retention Key</p> <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 align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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<p>004 - Project Wild Participant List This list consists of the names of teachers that have been trained in wildlife education so that they can teach their students.</p> <p>Arranged alphabetically by teacher name.</p>	E	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>The list is also located on a Foxpro program.</p>
<p>005 - Education Program Records The division produces educational materials for the Alaska Wildlife Curriculum, a private nonprofit group, and includes workshop and training information, contact names, travel documents, photographs, grant documentation, logistical data, etc.</p> <p>Arrangement chronological within topic.</p>		C+10	Y	<p>C = Until obsolete, superseded or business need is concluded.</p> <p>This program is administered out of the Anchorage Region II office.</p>
<p>006.1 - Furbearer and Sealing (Originals) This series relates to the forms and documents used by the division to track activities related to trapping, fur/hide sales, and required animal specimen/hide sealing. Certificate examples are: Black Bear Sealing, Brown Bear, Fur Sealing, and Temporary Fur Sealing.</p>		S	Y	<p>S = Until scanning is complete and data is entered into the database and 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>ABBYY software scans document into template then retrieves data and stores into the database. After scanned and the records passed the data integrity checks the hardcopy is destroyed.</p>

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006.2 - Furbearer and Sealing (Database) This series relates to the forms and documents used by the division to track activities related to trapping, fur/hide sales, and required animal specimen/hide sealing. Certificate examples are: Black Bear Sealing, Brown Bear, Fur Sealing, and Temporary Fur Sealing.	D	PO	Y	
007.1 - Harvesting Tracking (Originals) This series relates to the forms and documents used by the division to track harvest and hunting activities related to Alaskan big game animals. Examples are: Overlay Cards, Reporting Cards, and Deer Surveys.		S	Y	S = Until scanning is complete and data is entered into the database and 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). ABBYY software scans document into template then retrieves data and stores into the database. After scanned and the records passed the data integrity checks the hardcopy is destroyed.
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<p>008.1 - Intensive Management (Originals) This series relates to the forms and documents used to track activities associated with the division's Intensive Management programs. Examples are: Pilot Application, Gunner Application, and Overlay Cards.</p>		S	Y	<p>S = Until scanning is complete and data is entered into the database and 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>ABBYY software scans document into template then retrieves data and stores into the database. After scanned and the records passed the data integrity checks the hardcopy is destroyed.</p>
<p>008.2 - Intensive Management (Database) This series relates to the forms and documents used to track activities associated with the division's Intensive Management programs. Examples are: Pilot Application, Gunner Application, and Overlay Cards.</p>	D	PO		
<p>009.1 - Permit Applications and Forms (Originals) This series relates to the forms and documents used to track activities which are "permitted" by the division. Examples are: Draw Applications, Tier II Applications, Proxy Requests, and Military Reissue Requests</p>		S	Y	<p>S = Until scanning is complete and data is entered into the database and 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>ABBYY software scans document into template then retrieves data and stores into the database. After scanned and the records passed the data integrity checks the hardcopy is destroyed.</p>

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<p>009.2 - Permit Applications and Forms (Database) This series relates to the forms and documents used to track activities which are "permitted" by the division. Examples are: Draw Applications, Tier II Applications, Proxy Requests, and Military Reissue Requests</p>	D	PO		

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