



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: 112902

Agency ID #: 373

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF FISH & GAME

DIVISION OF WILDLIFE CONSERVATION

HEADQUARTERS

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- Numerals - Years in Addition to current year
- TO - Term of Office
- M - After Microfilming
- 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 **Calendar** 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 indicated all records series are nonconfidential. This records schedule supercedes #112901.

Statutory Authority: AS 16.05; AS 16.20; AS 16.55; PL 96-467; PL 108-447; 50 CFR Part 80.

The Division of Wildlife Conservation is responsible for the management of Alaska's wildlife resources and has the following two primary goals: to protect, maintain, and enhance the wildlife resources of Alaska, and; to provide for their greatest use by the people, consistent with the sustained yield principle, for the well-being of Alaska's people and economy.

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 Matt Robus	State Archivist <i>Ken Nail</i>	Date 10-30-06	Attorney General <i>Craig J. Tillery</i>	Date 10/17/06
Signature of Division Director <i>Matt Robus</i>	Date 9/29/06	Records Analyst <i>Christopher L. Hill</i>	Date 9-15-06	Commissioner of Administration <i>Ken Sawyer</i>
				Date 10/26/06

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	Regulation Files (Proposed):	5	-	-	5		Office of Record is the Board of Game.
	Regulation Files (Permanent & Emergency): Regulation Files Proposed: Consists of notice of proposed regulations, proposal booklets, affidavits and correspondence. Arranged numerically. Regulation Files Permanent: Copies only. Includes notice of adoption of regulation. Arranged numerically.	C	-	-	C		C=Until obsolete, superceded or administrative/management need is met. Office of Record is the Department of Law. Copies are located in the regional offices. Office of Record if the emergency regulation becomes law is the Lt. Governor. See also the General Administrative Records retention Schedule, Item 64 (Legislation & Regulation Working Files).
2	Emergency Orders (Originals):	C	-	P	-	X	C=Until obsolete, superceded or administrative/management need is met.
	(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. Arranged numerically.	C	-	-	C		Original are retained in regional offices; however record copies are sent to Headquarters for placement in the "Master File." Emergency Orders can be found online at the Division of Wildlife Conservation's homepage.
3	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. Arranged alphabetically by species.	C	-	P	-	X	C=Until obsolete, superceded or administrative/management need is met. Annual accrual rate is less than 1 cubic foot. Copies are located in the regional offices.

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Game Species Files:</p> <p>This series consists of a topical file of big (moose, caribou and bear) and small (mink, marten, otter) fur bearers. Includes historical research, increments and decrements to populations, scientific data, correspondence and other general information.</p> <p>Arranged alphabetically by species.</p>	C	-	P	-		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>Annual accrual rate is less than 1 cubic foot.</p>
5	<p>Marine Mammals Management & Research Records:</p> <p>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>	C	-	P	-		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>This program is administered out of the Fairbanks Region III office.</p> <p>Refer also to schedule #113001, Item #7 (Marine Mammals Management & Research Records).</p>
6	<p>Scientific Collecting Permits:</p> <p>Statutory Authority: AS 16.05.340. The Commissioner may issue permits for scientific, propagative or educational purposes.</p> <p>Arranged by calendar year and then alphabetically by permittee surname.</p>	C+10	-	-	C+10		C=Until permit expires.

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		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Federal Aid Project Statements:</p> <p>The US Fish & Wildlife Service (USF&WS) provides the largest portion of federal aid to the Division. This series consists of federal aid grant documentation and includes the project statement.</p>	C+10	-	-	C+10		C=Until obsolete, superceded or administrative/management need is met.
8	<p>Reports:</p> <p>This series consists of the following reports: project annual (submitted to the USF& WS); management; survey and inventory reports.</p> <p>Arranged chronologically.</p>	P	-	-	-		<p>One copy is maintained permanently in the office; all other copies are disposed after administrative need is met.</p> <p>Copies of the survey and inventory reports are sent to the Alaska State Library as part of the Depository program. Copies of the annual reports are sent to the regional offices.</p>
9	<p>Special Project files:</p> <p>This series consists of correspondence and information related to the administration of agency programs; or special projects/issues such as oil/gas development in the Arctic National Wildlife Refuge, timber harvest in Southeast and Southcentral forests, and impacts of groundfish harvesting on marine mammals and other resources management and allocation issues.</p>	5	-	P	-	X	<p>Other special projects include but are not limited to: Brown Bear Studies on the Katmai Coast; Stellar Sea Lion Recovery Studies; Caribou Studies, Management & Monitoring; Harbor Seal investigations; Deer Genetic Studies; Steller's Eider Population; Subsistence Species Population Monitoring (Caribou, Sheep, Moose); Tule White-Fronted Geese; Pacific Walrus Studies; Wolverine Population and Demographics on the Kenai Peninsula.</p> <p>Final reports may be published as a result of these special projects.</p>

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		Office	Records Center	State Archives	Destroy	Vital Record	
10	<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 Wildlife Conservation 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 Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>