



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
 POB 110525, 141 Willoughby  
 Juneau, AK 99811-0525  
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 113001

Agency ID #: 372

RECORDS RETENTION SCHEDULE

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<p><b>DEPARTMENT OF FISH &amp; GAME</b></p> <p><b>DIVISION OF WILDLIFE CONSERVATION</b></p> <p><b>REGIONAL OFFICES</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - 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 **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 #113000. See #112902 for Headquarters.

Statutory/Regulatory Authority: AS 16.05; AS 16.20; AS 16.55; PL 96-467; PL 108-447; 5 AAC 92.

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	State Archivist	Date	Attorney General	Date
<b>Matt Robus</b>	<i>Ken Nail, Jr.</i>	10-30-06	<i>Craig J. Tubery</i>	10/17/06
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	<i>Christopher L. Hill</i>	9-15-06	<i>[Signature]</i>	10/26/06

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>The Division of Wildlife Conservation Regional Offices 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 &amp; Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p><b>Emergency Orders (Originals):</b></p> <p>(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 per AS 16.05.060.</p> <p>Arranged Numerically.</p>	C  C	-  -	P  -	-  C	X	<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>Original are retained in regional offices prior to transfer to the State Archives. Headquarters also administers a "Master File", see Schedule #112902 Item 2 (Emergency Orders).</p>
3	<p><b>Endangered and Threatened Species Files:</b></p> <p>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>	C	-	P	-		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>Records transferred to the state archives may be sampled, unless transferring authority recommends otherwise.</p>

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		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Sealing Records (Originals):</b></p> <p>Furbearer Sealing Database:</p> <p>This series consists of a Furbearer Sealing Certificate that documents legal game harvest and includes the following information: name of hunter/trapper, address, license number, date of sealing and by whom, type of species, seal number, location of harvest, date taken, method, pelt color, etc.</p>	C	-	-	C	X	<p>C=Until data is entered into the database.</p> <p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management &amp; Preservation of Public Records) and 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>Area and regional field offices forward their sealing dataforms into the Anchorage Statistics Unit.</p> <p>Authority: 5 AAC 92.165 (bear skins &amp; skulls); 5 AAC 92.170 (martens, lynx, otter, wolf, wolverine).</p>
		C	-	-	C		
5	<p><b>Project Wild Participant List (Electronic):</b></p> <p>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>	C	-	-	C	X	<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management &amp; Preservation of Public Records) and 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>The list is also located on a Foxpro program.</p>
6	<p><b>Education Program Records:</b></p> <p>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	-	-	C+10	X	<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>This program is administered out of the Anchorage Region II office.</p>

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7	<p><b>Marine Mammals Management &amp; Research Records:</b></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 #112902, Item #5 (Marine Mammals Management &amp; Research Records).</p>