



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: 113002

Agency ID #: 372

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF FISH & GAME  
 DIVISION OF WILDLIFE CONSERVATION  
 REGIONAL OFFICES

**KEY**  
 A - After Audit      Numerals - Years in addition to  
 BUS ESS - Business Essential Record      current year  
 CFY - Current Fiscal Year      P - Permanent  
 CY - Current Year      TO - Term of Office  
 C - Current or as defined      S/M - After Scanning/Microfilming

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, 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 #113001. See #112903 for Headquarters.

Statutory/Regulatory Authority: AS 16.05; AS 16.20; AS 16.55; PL 96-467; PL 108-447; 5 AAC 92.  
 Pittman-Roberson Wildlife Restoration Act (16 U.S.C. 669); 43 CFR 12; 50 CFR 80; & 2 CFR 225.

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 59.005 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 below are approved for retention and disposition as indicated.

Division Director	State Archivist	Date	Attorney General	Date
Corey Rossi	D. Dawson	3/18/11	DEPUTY AG	3/10/11
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration
<i>Corey Rossi</i>	10-13-10	Linda Wynne	11/17/10	<i>K. G. Jones</i>

**RECORDS RETENTION SCHEDULE CONTINUATION**

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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>	C	-	See GRS	See GRS		<p>C=All duplicate record copies maintain on any media that have met administrative/management need can be destroyed.</p> <p>The Division of Wildlife Conservation Regional Offices staff will follow retention periods listed in the General Administrative Records Retention Schedule (GRS) located on the Archives &amp; Records homepage, when transferring records to the records center.</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 business need is concluded.</p> <p>Original are retained in regional offices prior to transfer to the State Archives. Headquarters also administers a "Master File", see Schedule #112903 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 business need is concluded.</p> <p>Records transferred to the state archives may be sampled, unless transferring authority recommends otherwise.</p> <p>Original are retained in regional offices prior to transfer to the State Archives. Headquarters also administers a "Master File", see Schedule #112903 Item 3 (Endangered and Threatened Species 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><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 business need is concluded.</p> <p>This program is administered out of the Fairbanks Region III office.</p> <p>Refer also to schedule #112903, Item #5 (Marine Mammals Management &amp; Research Records).</p>
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 business need is concluded.</p> <p>This program is administered out of the Anchorage Region II office.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>FURBEARER AND SEALING:</b></p> <p>Furbearer Sealing Database:</p> <p>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>	C P	- -	- -	S C	X	<p>C=Until scanning is complete and data is entered into the database and 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>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>
8	<p><b>HARVESTING TRACKING:</b></p> <p>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.</p>	C P	- -	- -	S C		<p>C=Until scanning is complete and data is entered into the database and 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>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>
9	<p><b>INTENSIVE MANAGEMENT:</b></p> <p>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>	C P	- -	- -	S C		<p>C=Until scanning is complete and data is entered into the database and 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>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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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p><b>PERMIT APPLICATIONS AND FORMS::</b></p> <p>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>	C	-	-	S		<p>C=Until scanning is complete and data is entered into the database and 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>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	-	-	C		