



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 615      Schedule No: 02-615.1**

DEPARTMENT OF ADMINISTRATION  
 615 - OFFICE OF ADMINISTRATIVE HEARINGS

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records are nonconfidential. This schedules supersedes #27001.

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
	*		7/22/05
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	7/27/05	*	8/11/05
State Archivist	Date	Records Analyst	Date
*	8/15/05	*	7/21/05

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Permanent Fund Appeal Case Files</b>                      Case files contain the appeal record, including the agency file forwarded with case referral, motions and briefs, exhibits submitted before, during and after hearing, recording (tape/digital) of hearing, and final decision.</p> <p>Arranged by OAH case number.</p>		C+3		<p>C = Until case is closed.</p> <p>Some information in some of the files may be confidential, e.g., certain documents provided to evidence income, documents filed under seal. Authorities vary. No standard assumption can be applied across the category; confidentiality must be assessed on a case-by-case basis.</p> <p>Final Decisions are posted to the OAH website (refer to item #004).</p>
<p><b>002 - Child Support Appeal Case Files</b>                      This records series contains the appeal record, including the agency file forwarded with case referral, motions and briefs, exhibits submitted before, during and after hearing, recording (tape/digital) of hearing, and final decision.</p> <p>Arranged by OAH case number.</p>		C+3		<p>C = Until case is closed.</p> <p>Some information in some of the files may be confidential, e.g., foster care information, certain documents provided to evidence income, documents filed under seal. Authorities vary. No standard assumption can be applied across the category; confidentiality must be assessed on a case-by-case basis.</p> <p>Final Decisions are posted to the OAH website (refer to item #004).</p>

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><b>Retention Key</b></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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>003 - Appeal Case Files (All Others)</b>                      This records series contains the appeal record, including the agency file forwarded with case referral, motions and briefs, exhibits submitted before, during and after hearing, recording (tape/digital) of hearing, and final decision. Includes files for tax, contract, procurement, occupational licensing and all other categories of appeals referred to the Office of Administrative Hearings, whether pursuant to AS 44.64.030 or otherwise, except for those from caseloads called out for a different retention schedule. Arranged by OAH case number.</p>		C+6		<p>C = Until case is closed.</p> <p>Some information in some of the files may be confidential, e.g., proprietary data, certain documents provided to evidence income, documents filed under seal. Authorities vary. No standard assumption can be applied across the category; confidentiality must be assessed on a case-by-case basis.</p> <p>Final Decisions are posted to the OAH website (refer to item #004).</p>
<p><b>004 - Final Decisions (Electronic)</b>                      Final decisions by administrative law judge are scanned to PDF files and posted to the OAH website. "Decisions" means a written decision and order document following from a hearing or issued in response to a dispositive motion. It does not include interim or nondispositive orders such as remands.</p> <p>Arranged by OAH case number.</p>		PA		<p>Original decisions, if OAH is in possession of it, may be filed in case file.</p>
<p><b>005.1 - Annual Reports to the Governor &amp; Legislature (Record Copy)</b>                      The purpose of this records series is to maintain informational copy and record of compliance with requirement to file annual report on activities of the office and hearing participant survey results with the Governor and Legislature each January 31st. Files contain reports, survey responses and analyses thereof and other data inputs (such as stats from case management database) used to develop reports.)</p> <p>Arranged chronologically.</p>		PA		<p>Final reports are posted to OAH webpage as well as maintained in Chief ALJ's server folder. Some of the inputs (e.g., case management stats) will be maintained in timekeeping and case management databases. Surveys may be maintained electronically if so prepared and submitted.</p>

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<p><b>005.2 - Annual Reports to the Governor &amp; Legislature (Data &amp; Other Input/Backups)</b>                      The purpose of this records series is to maintain informational copy and record of compliance with requirement to file annual report on activities of the office and hearing participant survey results with the Governor and Legislature each January 31st. Files contain reports, survey responses and analyses thereof and other data inputs (such as stats from case management database) used to develop reports.)</p> <p>Arranged chronologically.</p>		6		
<p><b>006 - Case Management &amp; Timekeeping Files</b>                      The purpose of this records series is to maintain a record of case referral and assignments, of time spent on individual cases, to track case management, allow for statistical analyses of case loads, and provide a basis for billing referring agencies for costs of the administrative adjudication services.</p> <p>Arranged by OAH case number.</p>		C		<p>C = Until all administrative/management need is met.</p> <p>The case management (Excel) and timekeeping (Timeslips) databases will be the primary location for the data, but various invoices and statistical reports generated from those sources will be maintained in paper form. Printed invoices will be maintained in accordance with the general retention guidelines for administrative materials listed in the General Administrative Records Retention Schedule.</p>
<p><b>007 - Code Of Hearing Officer Conduct Complaint Files</b>                      The purpose of this records series is to maintain a record of complaints filed, results of Chief Administrative Law Judge's evaluation of complaints, and referral of complaints to the Attorney General's Office. Files contain complaints, responses and related correspondence.</p> <p>Arranged alphabetically by name of person against whom complaint is made.</p>		C+3		<p>C = Until complaint is closed.</p> <p>Certain information may be confidential during pendency of the investigation under regulations yet to be developed.</p>

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<p><b>008 - Regulations Development Files</b>                      The purpose of this records series is to maintain a record of the regulations development, public comment and regulations adoption process for (1) the OAH hearing procedure regulations and (2) the Code of Hearing Officer Conduct regulations required by AS 44.64.050 and AS 44.64.060.</p> <p>Arranged numerically by Title, Chapter and Section of regulations.</p>		C		<p>C = Until management/administrative need is met.</p> <p>Public review drafts and final versions of regulations, as well as public comments and responsiveness summaries will be maintained in perpetuity.</p>
<p><b>009 - Administrative Regulations Review Files</b>                      The purpose of this records series is to maintain a record of the OAH Chief Administrative Law Judge's review of and comment on state agency regulations governing administrative appeal and hearing procedures pursuant to AS 44.64.020(a)(8).</p> <p>Arranged chronologically.</p>		C+3		<p>C = Until close of comment period on proposed regulations.</p> <p>Comment letters normally will be maintained electronically. Lengthy, proposed regulations' packets may be downloaded and maintained only electronically.</p>

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