



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: 75      Schedule No: 02-75.1**

DEPARTMENT OF ADMINISTRATION  
 75 - DIVISION OF RISK MANAGEMENT

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 indicated all records series are nonconfidential. This schedule supersedes #20205.

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
	*		4/17/00
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	5/2/00	*	5/8/00
State Archivist	Date	Records Analyst	Date
*	5/12/00	*	4/13/00

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Insurance Policies &amp; Endorsements</b>                      This series includes insurance proposals, policies and endorsements, bonds, riders, correspondence, financial coding vouchers and billing information.</p> <p>Arranged within Property/Casualty and Aviation groupings and then chronologically.</p>		C+50*		<p>C = Until policy expires.</p> <p>* = Agency will review all expired policies prior to destruction to determine if additional retention is required due to pending claims or litigation.</p> <p>Annual accrual rate is less than than one cubic foot.</p>
<p><b>002 - Claim Files</b>                      Includes correspondence to/from the Department of Law, claims adjusters, private attorneys; summary reports; payment orders and verification; pleadings and depositions; individual claim records output from the Claims Database (Item 3).</p> <p>Arranged by claim number.</p>		C+7		<p>C = Until claim is settled and all legal aspects are resolved.</p> <p>Confidential under attorney/client privilege.</p> <p>Annual accrual rate is approximately 20 cubic feet.</p>
<p><b>003 - Claims Database</b>                      This information system consists of a total claims administration software package which includes property listings for all state buildings, agency premium adjusting features, projections, etc.</p>		C		<p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>Backups are performed and administered by the Information Technology Group.</p>
<p><b>004 - Special Projects</b>                      Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc.</p>		PA		<p>Records transferred to the State Archives will be sampled, unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately one cubic feet.</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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