



DEPARTMENT OF EDUCATION
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 141 Willoughby Avenue
 Juneau, AK 99801-1720
 465-2276/2317; [Voice]; 465-2465 [Fax]

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 12203

Agency ID #: 33

Page 1 of 34

<p>OFFICE OF THE GOVERNOR <i>Administration</i></p> <p>OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY</p>	<p>KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>C - Current Year M - After Microfilming</p> <p>P - Permanent C - Current/or as defined</p>
---	---

The Agency will follow retention periods of records listed in the State of Alaska General Administrative Records Schedule #100; therefore those records have not been repeated on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise noted all records series are nonconfidential.

Enabling Authority: AK Constitution Art. 1, Sec. 3; AS 39.25.150 & 159; AS 44.19.450-458; AS 18.80.210, 220; AS 23.10.440, 500-550; AS 26.10.060; AS 47.24.010; US Constitution, 1st & 14th Amendment; Fed. Executive Orders 11246 & 11375; Civil Rights Act, Title VI; VII; ADA (1990); Vietnam Veterans Act (1974); Rehabilitation Act (1973); Immigration Control Act (1986); 29 CFR 1608, 1625, 1630, 1640, 1641, 1620, 1604, 1606, 1804.10, 1602, 1627, 1605.

The mission of the Office of Equal Employment Opportunity is to ensure full Executive Branch compliance with applicable laws and regulations relating to equal opportunity and affirmative action programs. The office is located in Anchorage.

This records schedule supercedes #012202.

DIVISION OF FINANCE
 SEP 30 PM 2:19

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

<p>Division Director</p>	<p>State Archivist</p> <p><i>[Signature]</i></p>	<p>Date</p> <p>10/21/98</p>	<p>Attorney General</p> <p><i>[Signature]</i></p>	<p>Date</p> <p>9/25/98</p>	
<p>Signature of Division Director</p> <p><i>Thelma Buchholtz</i></p>	<p>Date</p> <p>8/27/98</p>	<p>Records Analyst</p> <p><i>Dean Dawson</i></p>	<p>Date</p> <p>6/26/98</p>	<p>Commissioner of Administration</p> <p><i>[Signature]</i></p>	<p>Date</p> <p>10/6/98</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

12203

Page 2

Agency ID

33

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Federal EEO-4 Reports:</p> <p>This series consists of copies of State reports submitted every odd year to the federal Equal Employment Opportunity Commission providing employment statistics for eight separate EEO-4 categories. Includes summary sheets and information relating to salary ranges, population figures, etc. Arranged chronologically.</p>	5	5	-	10		<p>Annual accrual rate is no more than 25 pages. This information is not available anywhere else in the State.</p>
2	<p>State Affirmative Action Plans (Original Hard Copy with Updates):</p> <p>The Affirmative Action Plan documents strategies to achieve a workforce in the Alaska Executive Branch workforce that fully incorporates historically underutilized classes of employees such as women and minorities. The Plan is designed to assist and give guidance to the executive branch regarding various methods for recruiting, hiring and maintaining a balanced workforce. Arranged chronologically.</p>	C	-	P	-		<p>Annual accrual rate is approximately .1 cubic foot.</p> <p>The published plan is distributed to all State departments, the Alaska State Library and selected minority organizations.</p>
3	<p>AAP Backup:</p> <p>Backup for Item 2.</p>	1	5	-	6		

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 12203

Page 3

Agency ID 33

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Quarterly Report:</p> <p>This is a statistical report documenting employment underutilization compliance by the Division and State departments. Submitted quarterly to the Governor's Office and Human Resource Officers. Arranged chronologically.</p>	5	15	-	20		The published report is also distributed to the Alaska State Library.
5	<p>Complaint Case Files:</p> <p>This series consists of complaints and referrals from all executive branch agencies, including the Anchorage Office. Complaints are filed by current, former or prospective employees. Arranged alphabetically by surname of complainant.</p>	C+2	4	-	C+6		<p>C=Until case is closed.</p> <p>Confidential per AS 44.19.455.</p>
6	<p>Annual Report:</p> <p>This report tracks the employment progress of women and minorities by employee and by department. Arranged chronologically.</p>	5	15	P	-		Annual accrual rate is approximately .1 cubic foot.

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER	12203	Page 4
	Agency ID	33	

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>GENERAL ADMINISTRATIVE FILES</p> <p>Includes administrative records related to budget, fiscal accounting, purchases, grants/contracts, personnel, general correspondence, regulation files, reading files, etc.</p> <p>Office of Equal Employment Opportunity staff will follow retention periods as listed in the General Administrative Records Retention Schedule.</p>						<p>Correspondence maintained only in electronic format must meet same retention requirements as hardcopy documents.</p> <p>All duplicate copies of all records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule is accessible/downloadable via the Archives & Records homepage.</p>