



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: 20104

Agency ID #: 35

RECORDS RETENTION SCHEDULE

Page 1 of 2

DEPARTMENT OF ADMINISTRATION

OFFICE OF THE COMMISSIONER

KEY

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

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 **Fiscal** 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 noted all records series are nonconfidential.

This records schedule supercedes #020103.

The Office of the Commissioner ensures that Department policy objectives and goals are met. Core services include: Chief Information Officer, policy direction, liaison with the Governor's Office and the Legislature, coordination among divisions, final administrative decisions on statewide procurement appeals, chief advocate for staff and programs, establish departmental policies, and supervise division managers.

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  <b>Annette Kreitzer, Commissioner</b>	State Archivist  <i>Glen Cook</i>	Date  3/23/09	Attorney General  <i>Craig J. Tubey</i>	Date  3/16/09
Signature of Division Director/Designee	Date	Records Analyst  <i>D. Dawson</i>	Date  3/4/09	Commissioner of Administration  <i>Annette Kreitzer</i>
				Date  3-5-09

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**20104**

**Page 2**

**Agency ID**

**35**

**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p><b>COMMISSIONER RECORDS</b>  <b>[Unless otherwise listed on this schedule]:</b></p> <p>The Commissioner General Records Retention Schedule includes the following types of files: reading, program administration, special projects, legislative, regulation, policies, procedures, legal opinions, reports, minutes/meeting, public information and hearing officer.</p> <p>The General Administrative Records Retention Schedule includes other administrative records related to: Budget Preparation; General Accounting; Grant Mgt; Procurement, Leasing &amp; Property; General Admin; Personnel Admin; and, IT.</p>			See GS	See GS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>GS: General Schedule</p> <p>The Commissioner General Records Retention Schedule and General Administrative Records Retention Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the General Administrative Records Retention Schedule or the Commissioner General Schedule.</p>