



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

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 20205

Agency ID #: 75

Page 1 of 3

<p>DEPARTMENT OF ADMINISTRATION</p> <p>DIVISION OF RISK MANAGEMENT RECEIVED</p> <p>APR 14 2000</p> <p>DIV. OF RISK MANAGEMENT</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>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - Current/or as defined</p>
---	--

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100; unless those records have been listed 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 indicated all records series are nonconfidential.

Statutory Authority: AS 9.50.250, 270; AS 18.60.010; AS 23.30; AS 36.98.010; AS 37.05.287, 289; AS 44.21.040; AS 44.85.050.

The mission of the Division is to effectively mitigate the State's risk of financial loss by educating, insuring, and defending State department operations, assets, and employees from accidental loss and injury. Risk Management does this through a comprehensive self-insurance program for normal and expected property and casualty claims of high frequency and low severity, combined with high limit broad form excess insurance protection for catastrophic loss exposures.

This records schedule supercedes #020204.

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

Division Director Brad Thompson	State Archivist 	Date 5/2/00	Attorney General 	Date 5/2/00	
Signature of Division Director 	Date 4/17/2000	Records Analyst D. Lawson	Date 4/13/00	Commissioner of Administration 	Date 5/18/00

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

20205

Page 2

Agency ID

75

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Insurance Policies & Endorsements:</p> <p>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+5	45	-	*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 one cubic foot.</p>
2	<p>Claim Files:</p> <p>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+1	6	-	C+7		<p>C = Until claim is settled and all legal aspects are resolved.</p> <p>Confidential per attorney/client privilege.</p> <p>Annual accrual rate is approximately 20 cubic feet.</p>
3	<p>Claims Database:</p> <p>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	-	-	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>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 20205 **Page 3**
Agency ID 75

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Special Projects:</p> <p>Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc.</p>	C+3	-	P	-		<p>C=Until project is completed.</p> <p>Records transferred to the state archives will be sampled, unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately one cubic foot.</p>
5	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Risk Management staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p> <p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives & Records homepage.</p>