



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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STATE OF ALASKA

Schedule Number: 23306

Agency ID #: 34

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF ADMINISTRATION

ALASKA PUBLIC OFFICES COMMISSION (APOC)

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 #23305.

Statutory/Regulatory Authority: AS 39.50 & 2 AAC 50.010-200 (Financial Disclosure); AS 24.45 & 2 AAC 50.505-545 (Lobbying); AS 15.13 & 2 AAC 50.250-405 (Campaign Disclosure); AS 24.60.200-260 & 2 AAC 50.705-890 (Legislative Financial Disclosure); 2 AAC 50.450-470 (Complaints & Investigations); 2 AAC 50.905-920 (Advisory Opinions); Article 2, Section 12 Alaska Constitution (Lobbying).

The mission of the Alaska Public Offices Commission is to encourage the public's confidence in their elected and appointed officials by administering Alaska's disclosure statutes and publishing financial information regarding the activities of election campaigns, public officials, lobbyists and lobbyist employers.

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>Holly Roberson Hill</b>	State Archivist <i>D. Dawson</i>	Date <b>2/19/10</b>	Attorney General <i>Craig Tully</i>	Date <b>12/31/09</b>
Signature of Division Director/Designee <i>Holly Hill E.D.</i>	Date <b>11/3/09</b>	Records Analyst <i>D Dawson</i>	Date <b>10/21/09</b>	Commissioner of Administration <i>Ken Jensen</i>
				Date <b>11/11/10</b>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>Campaign Disclosure Statements:</b></p> <p>This series consists of statements filed by candidates for state and municipal offices, and groups under provision of AS 15.13 and 2 AAC 50.</p> <p>Arranged alphabetically by name within each calendar year.</p>	9	-	P	-	X	<p>Office of Record is the Anchorage office. Some data is input into DISCLOSE (Item 14) &amp; APOC IQ (Item 15).</p> <p>Annual accrual rate is approximately 5 cubic feet.</p>
2	<p><b>Public Official Financial Disclosure (POFD) &amp; Legislative Financial Disclosure:</b></p> <p>This series consists of statements filed by legislators and legislative directors, state officials, candidates for state office, under AS 39.50.020, AS 24.60.200 and 2 AAC 50.</p> <p>Arranged alphabetically by name within each calendar year.</p>	6	-	P	-	X	<p>Office of Record is the Anchorage office.</p> <p>Some data is input into the POFD Log (Item 13).</p> <p>Annual accrual rate is approximately 3 cubic feet.</p> <p>Municipal statements are retained for six years by the municipalities.</p>
3	<p><b>Statements of Contributions by Individuals or Business Entities [Form 15-5]:</b></p> <p>This series consists of copies of statements filed by individuals regarding contributions to groups formed to support or oppose a ballot proposition under AS 15.13.040 (k) and 2 AAC 50.336.</p> <p>Arranged alphabetically by name of individual or business.</p>	6	-	-	6	X	<p>Office of Record is the Anchorage office.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>Statements of Expenditures by Individuals or Businesses [Form 15-6]:</b></p> <p>This series consists of statements filed under AS 15.13.040 and 2 AAC 50 by individuals and organizations who expended funds on behalf of political candidates and parties.</p> <p>Arranged alphabetically by name of individual or business.</p>	6	-	-	6	X	Office of Record is the Anchorage office.
5	<p><b>Lobbyist Files (Electronic Effective 2009):</b></p> <p>This series consists of registration forms and reports filed under AS 24.45.051 and 2 AAC 50.</p> <p>Arranged alphabetically by name of lobbyist, and cross-referenced by name of client.</p>	6	-	P	-	X	<p>Office of Record is the Juneau office.</p> <p>Records Prior to 2009 retained at the Juneau office. Records subsequent to 2009 are stored in the electronic Insight database (Item 16).</p>
6	<p><b>Employer Lobbyist Files (Electronic Effective 2009):</b></p> <p>This series consists of employer of lobbyist reports filed under AS 24.45.061 and 2 AAC 50.</p> <p>Arranged alphabetically by name of employer, and cross-referenced by name of lobbyist.</p>	6	-	P	-	X	<p>Office of Record is the Juneau office.</p> <p>Records Prior to 2009 retained at the Juneau office. Records subsequent to 2009 are stored in the electronic Insight database (Item 16).</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Biennial Report (Office Reference Copy):</b></p> <p>(State Archives Copy):</p> <p>Report to the Commissioner of Administration and to the Alaska State Legislature which includes a summary of agency activities and goals.</p> <p>Arranged chronologically.</p>	P	-	-	-		
		10	-	P	-		
8	<p><b>Instruction Manuals (Office Reference Copy):</b></p> <p>(State Archives Copy):</p> <p>Instructions on how to comply with filing requirements and how to complete forms. Four different manuals are produced each year.</p> <p>Arranged chronologically.</p>	P	-	-	-		
		10	-	P	-		
9	<p><b>Commission Minutes &amp; Audio-Recordings (Official):</b></p> <p>(Copies, Summary Minutes):</p> <p>This series consists of the original approved summary meeting minutes, agendas, exhibits and audio recordings.</p> <p>Arranged chronologically by date of meeting.</p>	2	-	P	-		Annual accrual rate is approximately 2 cubic feet.
		P	-	-	-		

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
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10	<p><b>Complaint &amp; Investigation Files:</b></p> <p>This series consists of correspondence, staff investigation reports, depositions, audio recordings, and exhibits. (Refer to Item 12.)</p> <p>Arranged by year, statutory citation, and case number.</p>	C+15	-	**	C+15		<p>C=Until the investigation is closed.</p> <p>**Transferring authority may recommend that certain files be retained permanently in the Alaska State Archives.</p> <p>Confidential under AS 15.13.040 (a), (b); 2 AAC 50.460 (F) &amp;, Attorney Client Privilege.</p>
11	<p><b>Commission Member Files:</b></p> <p>This series consists of the following records relating to individual members: resumes, travel authorizations, oaths of office, and correspondence.</p> <p>Arranged alphabetically by member name.</p>	TO+2	-	-	TO+2		<p>TO=Term of Office.</p> <p>Office of Record for letters of appointment is the Office of the Governor, Boards &amp; Commissions.</p>
12	<p><b>Commission Files:</b></p> <p>This series consists of records relating to Commission administrative support. Includes memoranda to and from the Commission; orientation (ethics); by-laws; ombudsman complaints; Commission training manual, history, and procedures.</p> <p>Arranged topically according to the numeric File Plan.</p>	P	-	-	-		<p>Office of Record is the Anchorage office.</p>

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13	<p><b>Public Official Financial Disclosure (POFD) Log (Electronic):</b></p> <p>This log tracks filing information, receipt of POFD &amp; Legislative Financial Disclosure (LFD) Reports, and enforcement measures for late filing.</p>	C	-	-	C		<p>C=Until obsolete, superceded or business need is concluded.</p> <p>POFD: Public Official Financial Disclosure</p> <p>LFD: Legislative Financial Disclosure</p>
14	<p><b>DISCLOSE/EXCEL (Electronic):</b></p> <p>DISCLOSE: Campaign disclosure data. Tracks filing information, receipt of reports filed and enforcement measures. Captures campaign finance data from candidate, group party and individual reports.</p> <p>EXCEL: Optional Excel filing spreadsheets for required campaign disclosure reports.</p>	C	-	-	C		<p>C=Until obsolete, superceded or business need is concluded.</p> <p>Some Campaign Disclosure data is included on paper reports.</p>
15	<p><b>APOC IQ (Electronic):</b></p> <p>Searchable campaign disclosure database accessible on APOC's homepage.</p> <p>Data is also on DISCLOSE and paper.</p>	C	-	-	C		<p>C=Until obsolete, superceded or business need is concluded.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
16	<p><b>Insight Electronic Filing System:</b></p> <p>Insight is a web based password protected electronic filing system that allows users to file their required lobbyist and employer of lobbyist disclosure forms electronically.</p> <p>All filings required by AS 24.45 for lobbyists and employers of lobbyists, including lobbyist registrations, lobbyist disclosure reports and employer of lobbyist disclosure reports. Data input includes, Lobbyist Registration Statement (Form 24-1); Lobbyist Report Form (Form 24-3); Employer of Lobbyist Report (Form 24-4).</p>	C+6	-	P	-	X	<p>C=Date of filing. Retention Authority: AS 24.45.111(b)</p> <p>Outputs from Insight include: lobbyist registration report, lobbyist summary report, employer client summary report, lobbyist directory, delinquency report, and individual printouts of each form or input if/as needed.</p> <p>Prior to system purges contact the state archives to transfer permanent records.</p> <p>Refer also to Items 5 &amp; 6.</p>
17	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Alaska Public Offices Commission staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed from the Archives &amp; Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>