



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

RECORDS RETENTION SCHEDULE

Schedule Number: 24102

Agency ID #: 32

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<p>DEPARTMENT OF ADMINISTRATION</p> <p>INFORMATION TECHNOLOGY GROUP</p> <p>ALASKA PUBLIC BROADCASTING COMMISSION</p>	<p style="text-align: center;">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>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1+2, 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.

All records series are nonconfidential.

Statutory Authority: AS 44.21.256.290; PL 97.35 (Public Broadcasting Act).

The Alaska Public Broadcasting Commission (APBC) encourages and oversees the development of an integrated public broadcasting system for the State and coordinates activities of all public broadcasting stations. The Commission allocates and administers operating and capital grants to locally controlled nonprofit broadcasting stations or telecommunications entities, in support of the delivery by those entities, and of noncommercial programs intended for general audiences. The APBC has nine members, appointed by the Governor, and appoints its own director or coordinator.

This records schedule supercedes #024101.

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

Division Director Don Rinker, Executive Director	State Archivist <i>State Archivist Signature</i>	Date	Attorney General <i>Attorney General Signature</i>	Date 10/16/01	
Signature of Division Director <i>Don Rinker Signature</i>	Date 10/9/2001	Records Analyst D. Dawson	Date 10/3/07	Commissioner of Administration <i>Commissioner Signature</i>	Date 10/24/01

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Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence; policies and procedures; annual reports; legal opinions; and, the following types of files: reading; minutes/meeting; budget; accounting/fiscal; grant; procurement; personnel; agency history; etc.</p> <p>Alaska Public Broadcasting Commission staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS)</p>	-	-	See GRS	See GRS		<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>
2	<p>Public Radio & Television Station Grant Files:</p> <p>Includes correspondence, needs assessments, equipment records, manager and engineer approvals, FCC Reports, minutes and policies of local broadcasting corporations, "station files," etc.</p>	C+6	-	-	C+6		<p>C=Until grant funds expended.</p> <p>Office of Record is the APBC.</p> <p>Refer to the General Schedule, Item 52.</p>