



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: 25504

Agency ID #: 28

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF ADMINISTRATION DIVISION OF FINANCE DIVISION OF ADMINISTRATIVE SERVICES MAR 11 2009</p>	<p>KEY</p> <p>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</p>
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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.

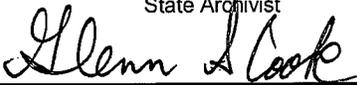
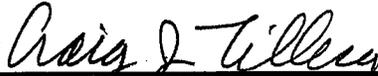
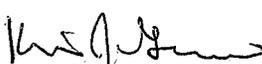
Unless otherwise indicated all records series are nonconfidential. This records schedule supercedes #25503.

Statutory Authority: AS 36.30 (Procurement); AS 37.05 (Fiscal); AS 37.07 (Executive Budget); AS 39.20 (Compensation & Allowances); AS 44.77 (Claims v the State); AS 44.21 (Department); AS 44.62 (Administrative Procedures).

The Division of Administrative Services (DAS) provides the following centralized support services to departmental divisions: procurement, accounting, and budget. DAS works with Enterprise Technology Services (ETS) to ensure that department IT support is provided to all customers; and, provides direct fiscal support and chargeback rate development services to ETS.

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.

Divison Director Eric Swanson	State Archivist 	Date 3/26/09	Attorney General 	Date 3/16/09	
Signature of Division Director/Designee 	Date 2/24/09	Records Analyst 	Date 2/20/09	Commissioner of Administration 	Date 3/20/09

RECORDS RETENTION SCHEDULE CONTINUATION

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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 administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Administrative Service 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 & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Office Space Files:</p> <p>May include blueprints, correspondence, and backup regarding space contracts or leases.</p>	C+3	-	-	C+3		<p>C=Until contract or lease expires.</p> <p>Record copy of leases maintained by Division of General Services.</p>