



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 77      Schedule No: 02-77.1**

DEPARTMENT OF ADMINISTRATION  
 ENTERPRISE TECHNOLOGY SERVICES  
 77 - TELECOMMUNICATIONS SERVICES

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #25201.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

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 on this schedule are approved for retention and disposition as indicated.

|                           |                                |   |         |
|---------------------------|--------------------------------|---|---------|
| Division Director         | Signature of Division Director |   | Date    |
|                           | *                              |   | 3/1/99  |
| Attorney General/Designee | Date                           | Commissioner of Administration/Designee | Date    |
| *                         | 3/16/99                        | *                                       | 3/4/99  |
| State Archivist           | Date                           | Records Analyst                         | Date    |
| *                         | 3/17/99                        | *                                       | 1/11/99 |

\* Original signatures held on file.

| Item No - Record Series Title & Description  | Format | Total Retention | Bus. Ess. | Remarks  |
|--|--------|-----------------|-----------|--|
| <p><b>001 - FCC License Files</b><br/>                     The Division is responsible for application and renewal of all applicable FCC licenses for all state agency telecommunications systems. This includes VHF radio, microwave, navigational aids and non-directional beacons and low power TV systems. This series consists of applications, renewals, correspondence and backup.</p> <p>Arranged by type of license geographically.</p> |        | C+5             | Y         | <p>C = As long as the installation is licensed.</p> <p>FCC = Federal Communications Commission</p> <p>The section maintains and operates several radio communication systems incorporating 10,000 transmitters operating 2,000 federal licenses.</p> |
| <p><b>002 - Site Files</b><br/>                     This series consists of permits, easements, leases, etc. for radio and microwave installations.</p>  |        | C               | Y         | C = As long as the installation is licensed.   |
| <p><b>003 - Construction Project Files</b><br/>                     This series includes bids, responses, contract documents, correspondence and payment records. Projects include 911 Call Boxes, Earth Stations, etc.</p>  |        | C+6             |           | C = Until the project is completed and all claims are settled.   |
| <p><b>004 - Special Project Files</b><br/>                     Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc. Examples of special projects include: Inmate Telephone Systems for Department of Corrections Facilities, Microwave Radio System Upgrade, etc.</p>  |        | C+3             |           | C = Until obsolete, superseded or administrative/management need is met.   |

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

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| <p align="center"><b>Retention Key</b></p> <p>A = Until Audit                      PO = Permanent (Retain in agency office)<br/>                     C = Cut-off event/date              S = Until Scanned<br/>                     CY = Current Year                      T = Transfer<br/>                     CFY = Current Fiscal Year              TO = Term of Office<br/>                     PA = Permanent (Transfer to State Archives)</p> | <p align="center"><b>Format Key</b></p> <p>H = Hardcopy<br/>                     E = Electronic<br/>                     D = Database<br/>                     M = Microform</p> | <p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response<br/>                     2. Are necessary to resume or continue operations</p> |
|--|--|--|