



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

RECORDS RETENTION SCHEDULE

Schedule Number: 25201

Agency ID #: 77

Page 1 of 3

<p>DEPARTMENT OF ADMINISTRATION</p> <p>INFORMATION TECHNOLOGY GROUP</p> <p>TELECOMMUNICATIONS SERVICES</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 of records listed in the State of Alaska General Administrative Records Schedule #100; therefore those records have not been repeated 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 noted all records series are nonconfidential.

Statutory Authority: AS 44.21.305 - 330.

The Telecommunication Services Section provides for the design, operation and maintenance of telecommunication systems used by State agencies. Included are radio, data, telephone and alarm circuits, radar repairs for State vessels, mobile/portable radio systems, teleconferencing and a statewide paging network. All required FCC licenses are procured and maintained by the Section, which also provides direct service to rural Alaska through operation of the Alaska Rural Communications System.

This records schedule superedes #025200.

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

Division Director	State Archivist	Date	Attorney General	Date
Mark Badger, PhD, Chief Technical Off.		3/17/99		3/16/99
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
	N. Dawson	11/11/99		3/4/99

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 25201

Page 2

Agency ID 77

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>Telecommunications Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule.</p>						<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>
2	<p>FCC License Files:</p> <p>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. Arranged by type of license geographically.</p>	C+5	-	-	C+5	X	<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>
3	<p>Site Files:</p> <p>This series consists of permits, easements, leases, etc. for radio and microwave installations.</p>	C	-	-	C	X	<p>C=As long as the installation is licensed.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 25201

25201

Page 3

Agency ID 77

77

Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Construction Project Files:</p> <p>This series includes bids, responses, contract documents, correspondence and payment records. Projects include 911 Call Boxes, Earth Stations, etc.</p>	C+6	-	-	C+6		C=Until the project is completed and all claims are settled.
5	<p>Special Project Files:</p> <p>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+3		C=Until obsolete, superceded or administrative/management need is met.
6	<p>State Equipment Records (Delivery Order, Correspondence, General Maintenance Records):</p> <p>State Equipment Records (Warranty Information, Instruction/Operating Manuals, Repair History, etc.):</p>	3	-	-	3		Office of Record for vehicle documentation is the Statewide Equipment Fleet.
		C	-	-	C		C=For the life of the equipment.