



DEPARTMENT OF EDUCATION
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 141 Willoughby Avenue
 Juneau, AK 99801-1720
 465-2276/2317; [Voice]; 465-2465 [Fax]

STATE OF ALASKA

Schedule Number: 25601

Agency ID #: 51

RECORDS RETENTION SCHEDULE

Page 1 of 4

DEPARTMENT OF ADMINISTRATION INFORMATION TECHNOLOGY GROUP ADMINISTRATION & CUSTOMER SERVICES	KEY	
	A - After Audit	Numerals - Years in Addition to current year
	CFY - Current Fiscal Year	TO - Term of Office
	CY - Current Year	M - After Microfilming
	P - Permanent	C - Current/or as defined

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.

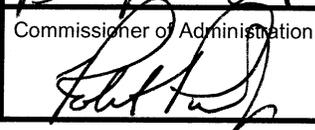
Unless otherwise noted all records series are nonconfidential.

Statutory Authority: AS 44.21.150 - 160 (Computer Services); AS 44.21.305 - 330 (Telecommunication Services); (AS 44.19.502-519 (Telecommunications Information Council). This records schedule supercedes #025600.

The Information Technology Group (ITG) provides integrated, centralized data processing and telecommunications systems and services. The Group provides cost-effective planning, management and operation of state computer resources; and reliable telecommunications services to State agencies and the public through a combination of State-owned/leased facilities, telephone, microwave, paging, two-way radio, leased circuits, and television transmission facilities. The ITG operates in accordance with plans developed by the Telecommunications Information Council (TIC). The TIC, chaired by the Lt. Governor, is responsible for the development of information systems, plans, and policies for managing the State's information and information technology resources.

Administration & Customer Services Section primary functions include: policy development, planning and implementation, fiscal and administrative support; customer services (including applications development, programming assistance, data security, and microcomputer assistance) and customer relations.

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

Divison Director Mark Badger, PhD, Chief Technical Off.	 State Archivist	Date 3/17/99	 Attorney General	Date 3/16/99
Signature of Division Director 	Date 3/1/99	Records Analyst D. Dawson	Date 1/11/99	Commissioner of Administration 

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

25601

Page 2

Agency ID

51

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, reading files, policies and procedures, annual reports, legal opinions, agency history files, minutes and meeting files, budget, accounting/fiscal files, grant files, procurement files, personnel files, etc.</p> <p>Administration & Customer 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 records.</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>Professional Services Contracts:</p> <p>The ITG partners with private sector providers to provide a variety of temporary data processing and telecommunications services on an as-needed basis, and; to develop significant public/private relationships in information technology projects. Expertise is sought for five technology groups: Mainframe Application Support, Data Center Support, Telecommunicaitons Support, Distributed Computing Support, Electronic Imaging Management Support. Current contractors include: GCI., Wostmann & Associates, Inc., TAG, SAIC and Microage. Arranged alphabetically by name.</p>	C+6	-	-	C+6		<p>C=Until contract expires.</p> <p>GCI: General Communications, Inc.;</p> <p>SAIC: Science Applications International Corporation; TAG: Tag-DataFlow/Alaska.</p> <p>Refer to the General Schedule, Items 50 - 52 for specific procurement and contracting records.</p> <p>Per AS 09.10.050 the statute of limitation on contract is six years.</p>
3	<p>Y2K (Year 2000) Project Records:</p> <p>Each State agency is responsible for certifying Y2K compliance for all hardware, software and process control systems, and; for documenting and reporting successful completion to the TIC. Agency reports submitted include: status of hardware, operating systems, applications, and data for mainframe, mid-range, and desktop systems; telecommunications systems; interfaces (incoming/outgoing); top five applications. System inventories, documentation of corrected system problems and contingency plans may be included.</p>	C+3	-	P	-		<p>C=Until obsolete, superceded or administrative/management need is met.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

25601

Page 3

Agency ID

51

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Special Projects:</p> <p>Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc. Examples of special projects include: Satellite Interconnect Project, TIC/UA/Gartner Learning Project, Division of Motor Vehicles/Electronic Commerce, Video Conferencing, Electronic Signatures and Enterprise Email.</p>	C+3	-	P	-		<p>C=Until project is completed.</p> <p>Records transferred to the State Archives will be sampled, unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately three cubic feet.</p>
5	<p>Computer Backup Tapes and Documentation File:</p> <p>This series consists of backup tapes and may include: program/system documentation; application software licenses/agreements; data systems and file specifications; security information; disaster recovery procedures; user guides; usage/inventory reports; backup procedures, and; Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the ITG's Internet site.</p>	C	B	-	C	X	<p>C=Until documentation is obsolete, superceded or administrative/management need is met.</p> <p>B=Backup tapes are stored offsite for security. Tapes are rotated according to established ITG procedures.</p>
6	<p>Property Control Files:</p> <p>Agency copies of controlled property management reports, property tag register, excess property reports, property transfer documents, and related correspondence.</p>	3/A	-	-	3/A		<p>Maintain reports on any federally funded property until audit is completed.</p> <p>Office of Record is Division of General Services.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

25601

Page 4

Agency ID

51

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>State Equipment Records (Delivery Order, Correspondence, General Maintenance Records):</p>	3	-	-	3		<p>C=For the life of the equipment.</p>
	<p>State Equipment Records (Warranty Information, Instruction/Operating Manuals, Repair History, etc.):</p>	C	-	-	C		<p>Equipment Inventory Tracking (INFOTRAK) from Trident Systems maintains an inventory of computer equipment/software, tracks purchase requisitions/maintenance costs, calculates depreciation, produces network diagrams, etc.</p>
	<p>Office of Record for vehicle documentation is the Statewide Equipment Fleet.</p>						<p>Call Management System (CMS) from Perot Systems, Inc. tracks usage and cost of telephone service and related equipment. It maintains a database of equipment, bills for equipment and long distance calls, and tracks changes and problems with equipment.</p>