



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 48 Schedule No: 02-48.1

DEPARTMENT OF ADMINISTRATION
 DIVISION OF GENERAL SERVICES
 48 - LEASING SECTION

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 indicated all records series are nonconfidential. This schedule supersedes #22305.

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
	*		11/7/11
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	10/19/11	*	11/1/11
State Archivist	Date	Records Analyst	Date
*	11/18/11	*	11/18/11

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Lease Files, Space (Master File) This records series is the complete State lease administration documentation from procurement through expiration. Arranged departmentally by lease number.</p>	H	C+6	Y	C = Until lease expires. Some information from this series is input into LMS (item #003). Official Record Copy is administered by General Services, Anchorage Lease Office.
<p>002 - Alaska State Housing Authority (ASHA) Bond Payment Records These records are original documents and related to ASHA property that is state owned. Includes agreements, correspondence and payment accounting information. Arranged chronologically in issue sequence.</p>	H	C+30		C = As long as the facilities acquired or constructed remain state property. Justification for 30-year retention: Administrative/Legal Need. Thirty year retention required to include 30-year bonds. There will be no further accruals to this series.
<p>003 - LMS/LPS This proprietary database documents State lease activity from procurement through expiration. LMS/LPS compile and summarizes data from lease amendments/files during the life of the lease. Informational and budgeting reports are provided to division and state personnel, outside vendors and legislators.</p>	D	C+6	Y	C = Until lease expires. LMS = Lease Management System LPS = Lease Projection System

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.

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