



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT  
 Division of Libraries, Archives & Museums  
 Archives/Records & Information Management Service  
 P.O. Box 110525, 141 Willoughby Avenue  
 Juneau, AK 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

# STATE OF ALASKA

Schedule No: 22105

Agency I.D: 50

Page 1 of 2

## RECORDS RETENTION SCHEDULE

### RETENTION KEY

A - Audit  
 C - Cut-off  
 date/event  
 CY - Current Year  
 CFY - Current Fiscal Year  
 PA - Permanent (Transfer to State Archives)  
 PO - Permanent (Retain in Office)  
 TO - Term of Office  
 Bus. Ess. - Business Essential Record

### FORMAT KEY

H - Hardcopy  
 E - Electronic  
 D - Database  
 S - Scanned  
 M - Microform

DEPARTMENT OF ADMINISTRATION  
 DIVISION OF GENERAL SERVICES  
 DIRECTOR'S OFFICE

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

Unless otherwise noted, all records series are retained on a Fiscal year basis.

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.

Unless otherwise indicated all records series are non-confidential. This records schedule supersedes #22104.

Statutory/Regulatory Authority: AS 44.21.020 (5), (6); AS 36.30 (State Procurement Code); 2 AAC 12.

The Division of General Services primary duties include purchasing, office leasing, procurement consultation, mailroom and surplus management.

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, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director	State Archivist	Date	Assistant Attorney General	Date
Vern Jones, Chief Procurement Officer	<i>D. Dawson</i>	11/18/11	<i>Alan Bley</i>	10/19/11
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	<i>[Signature]</i>	11/17/11	<i>[Signature]</i> FOR DOA COMMISSIONER	11/1/11

Records Retention Schedule Continuation			Agency I.D: 50		Schedule No: 22105		Page 2 of 2	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
3	1	<p><b>Bid Protest &amp; Appeals Files</b></p> <p>Records series includes all procurement protests, contracting officer decisions, appeals, appeal decisions, and court appeals and decisions.</p> <p>Arranged chronologically.</p>	H	C+6	-	C+6		<p>C = Until final decision is made.</p> <p>Copies of the Bid Protest files are not located in the Closed Formal/Informal Bid Files, in the Purchasing Section's Records Retention Schedule.</p>
5	2	<p><b>Purchasing Violations</b></p> <p>Records series documents procurement violations and consists of report from the violating Department explaining nature of violation and Department's action. Includes General Services' response to violating Department regarding proper remedy.</p> <p>Arranged chronologically.</p>	H	C+3	-	C+3		C = Resolution of violation.
6	3	<p><b>Parking Files</b></p> <p>This records series documents the issuance of parking paper/plastic tags to State of Alaska employees. Consists of control sheet capturing personal data and tags (unused, expired, obsolete.)</p> <p>Control sheets arranged alphabetically by name.</p>	H & D	C	-	C		<p>C = Until tag expires or employee is no longer employed by the State, whichever comes first.</p> <p>Nearly all information from the control sheet is entered into the Vehicle Permit Enforcement Tracking System (MS Access) including: employee number, full name, work address, phone number, contact code &amp; department.</p> <p>Temporary tags are issued on card stock.</p>