



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT  
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# STATE OF ALASKA

Schedule No: 22305

Agency I.D: 48

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## RECORDS RETENTION SCHEDULE

### RETENTION KEY

### FORMAT KEY

DEPARTMENT OF ADMINISTRATION	A - Audit	PA - Permanent (Transfer to State Archives)	H - Hardcopy
DIVISION OF GENERAL SERVICES	C - Cut-off date/event	PO - Permanent (Retain in Office)	E - Electronic
LEASING SECTION	CY - Current Fiscal Year	TO - Term of Office Bus. Ess. - Business Essential Record	D - Database
			S - Scanned
			M - Microform

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 #22304.

Statutory/Regulatory Authority: AS 44.21.020 (5); AS 36.30.080; 2 AAC 12.

The Leasing Section administers approximately 788 leases for the State Executive Branch. The Section provides space-planning recommendations and retains architectural and engineering services to analyze lease space issues; conducts lease rate and space availability market research studies; consolidates state-owned and/or leased space when economies can be realized; and, reviews agency remodel requests in leased facilities and obtains leaser's approval.

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 Blum</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: 48		Schedule No: 22305		Page 2 of 2	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
1	1	<p><b>Lease Files, Space (Master File)</b></p> <p>This records series is the complete State lease administration documentation from procurement through expiration.</p> <p>Arranged departmentally by lease number.</p>	H	C+6	-	C+6	X	<p>C = Until lease expires.</p> <p>Some information from this series is input into LMS (Item 3).</p> <p>Official Record Copy is administered by General Services, Anchorage Lease Office.</p>
3	2	<p><b>Alaska State Housing Authority (ASHA) Bond Payment Records</b></p> <p>These records are original documents and related to ASHA property that is state owned. Includes agreements, correspondence and payment accounting information.</p> <p>Arranged chronologically in issue sequence.</p>	H	C+2	28	C+30		<p>C = As long as the facilities acquired or constructed remain State property.</p> <p>Justification for 30-year retention: Administrative/Legal Need. Thirty year retention required to include 30-year bonds.</p> <p>There will be no further accruals to this series.</p>
4	3	<p><b>LMS/LPS</b></p> <p>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	-	C+6	X	<p>C = Until lease expires.</p> <p>LMS: Lease Management System LPS: Lease Projection System</p>