



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Archives/Records & Information Management Service
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STATE OF ALASKA

Schedule No: 22506

Agency I.D: 49

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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
PROPERTY MANAGEMENT SECTION	CY - Current Year	TO - Term of Office	D - Database
	CFY - Current Fiscal Year	Bus. Ess. - Business Essential Record	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. Certain data on this schedule may be input into the Property Control System (Item 11). This records schedule supersedes schedule #22505.

Statutory/Regulatory Authority: AS 36.30; AS 37.05.500; AS 44.21.020 (1), (4); AS 44.68.110, 120 - 140; 2 AAC 12 & 20.

The Property Management Section's three core services include: State Property Accountability, State Surplus Property Disposal and Federal Surplus Property Program.

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 Swan</i>	10/19/11
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration
<i>[Signature]</i>	11/2/11	<i>[Signature]</i>	11/18/11	<i>[Signature]</i> FOR DOA COMMISSIONER

Records Retention Schedule Continuation			Agency I.D: 49		Schedule No: 22506		Page 2 of 5	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
1	1	<p>Property Control System Reports</p> <p>Reports output from the Property Control System (Item 11) include listings by department, division, region, custodian, tag number, location, property class, audit track and fund.</p>	H & E	C	-	C		<p>C = Until obsolete, superseded or administrative need is met.</p> <p>Hardcopy reports are distributed to Departments.</p>
2	2	<p>Inter-departmental Property Transfers [02-622]</p> <p>This series consists of excess property reports.</p> <p>Arranged by department and then by document number.</p>	H	C+5	-	C+5		C = Date of transfer.
3	3	<p>Surplus Property Sale Records</p> <p>This series includes bids submitted, bidder lists, notice of award, notice of bid rejection, receipts for sold property, sale abstracts, recap sheet, and journal entries. Also includes documentation regarding sealed bid sales, outcry auctions and negotiated sales.</p> <p>Arranged by sale number.</p>	H	C+5	-	C+5		C = Date of sale.
4	4	<p>Purchase Solicitation Files</p> <p>This records series consists of solicitations, requests for bids and responses, notice of award and correspondence.</p> <p>Arranged by solicitation number.</p>	H	C+5	-	C+5		C = Date of award.

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5	5	Property Destruction Authorizations & Certificates [02-610] Arranged by document number.	H	C+5	-	C+5		C = Date of authorization.
6	6	Lost/Stolen/Damaged Property Reports [02-627] This form documents property no longer in the custody of State agencies. Arranged by document number.	H	C+5	-	C+5		C = Date of Report.
7	7	Notice of Excess Building [02-657] This form documents building ownership relinquishment from one agency to another agency, from acquisition to disposal. Arranged by sale number.	E	C+10	-	C+10		C = Date of Notice. Justification for 10-year Retention: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property ownership. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Properties with known or suspected contamination may need to be maintained longer than ten years, under advice from the Attorney General's Office.

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				Office	Records Center	Total Retention		
8	8	<p>Federal Property Acquisitions Standard Form (SF) 123</p> <p>This federal form tracks each piece of federal property, from acquisition to disposal.</p> <p>Arranged by Property Management assigned number.</p>	H & E	C+5	-	C+5		C = Date of Acquisition.
10	9	<p>Federal Property Eligibility Files</p> <p>Records series consists of correspondence, eligibility certifications and renewals, and copies of distribution documents.</p> <p>Arranged alphabetically by agency.</p>	H	C+4	-	C+4		<p>C = Until termination of eligibility or withdrawal from program.</p> <p>41 CFR 101.44 (Donation of Surplus Personal Property).</p>
11	10	<p>Federal Property Receipt & Distribution/Title Documentation</p> <p>This series consists of distribution document and invoice.</p> <p>Arranged by document number.</p>	H	C+5	-	C+5		<p>C = Date of Receipt.</p> <p>41 CFR 101.44 (Donation of Surplus Personal Property).</p>

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13	11	<p>Property Control System</p> <p>This information system permits coordination and oversight of all state-owned fixed and moveable property and is utilized by all Property Management Officers and Custodians. Data from the following forms are entered: TAR, 02-622; LSD, 02-627; PSD, 02-610; Notice of Excess Building, 02-656; Receiving Report & Property Control Data Collection, 02-623; Property Receipt, 02-657; Controlled Property Inventory, 02-658.</p>	D	C+5	-	C+5	X	<p>C = Until the State no longer has an interest in the property.</p> <p>TAR: Inter-departmental Property Transfer Authorization & Report</p> <p>LSD: Lost-Stolen-Damaged Property Review</p> <p>PSD: Property Salvage/Destruction Request</p>