



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 52      Schedule No: 02-52.1**

DEPARTMENT OF ADMINISTRATION  
 DIVISION OF PERSONNEL AND LABOR RELATIONS  
 52 - LABOR RELATIONS

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 noted all records series are nonconfidential. This schedule supersedes #21305.

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
	*		11/28/11
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	10/19/11	*	11/1/11
State Archivist	Date	Records Analyst	Date
*	11/30/11	*	11/30/11

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001 - Arbitrator Files</b> This series consists of a reference file of arbitrators' resumes, biographies and fee schedules.	H	C		C = Until administrative need is met.
<b>002 - Collective Bargaining Unit Contract</b> Consists of contracts and letters of agreements.	H & E	PA	Y	There is an administrative need to retain these records in the office long-term as state negotiators utilize these files for research.  Some agreements may be confidential.
<b>003.1 - Contract Interpretation &amp; Arbitration Decisions (Original Decisions)</b> Includes arbitrations relating to contract interpretation.	H & E	PA	Y	Some are confidential under AS 39.25.080.
<b>003.2 - Contract Interpretation &amp; Arbitration Decisions (Exhibits and Briefs)</b> Includes arbitrations relating to contract interpretation.	H & E	PA	Y	Some are confidential under AS 39.25.080.
<b>004 - Collective Bargaining Negotiation Files</b> Records series consists of letters of understanding, tentatively approved articles, proposals and counter proposals and bargaining notes.	H	C+20		C = Until collective bargaining agreement is approved.  There is an administrative/management need to retain these records in the office long-term as state negotiators utilize these files for research.
<b>005 - Grievance Case Files</b> Consists of grievance forms, investigative notes, reports, correspondence and related backup.  Arranged alphabetically by name.	H	C+15		C = For the life of the bargaining unit contract.  Some are confidential under AS 39.25.080.

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.

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>006 - Employee Notice of Pay Problem</b> Copies of Employee Notice of Pay Problem which are sent to the Labor Relations Unit from originating departments.</p>	H	C		<p>C = Until administrative need is met.</p> <p>Confidential under AS 39.25.080.</p> <p>Record copy is maintained by the appropriate departmental Service Center, payroll section in the Division of Personnel and Labor Relations.</p>
<p><b>007 - Termination Letters</b> Copies of termination letters received from the originating departments. If an employee grieves the termination, the letter becomes part of the grievance case file.</p>	H	C		<p>C = Until administrative need is met.</p> <p>Confidential under AS 39.25.080.</p> <p>Record copy is maintained by the Employee Planning and Information Center (EPIC).</p>
<p><b>008 - Alaska Labor Relations Agency Orders &amp; Decisions</b> Consists of copies of all decisions and orders by the Alaska Labor Relations Agency within the Department of Labor. The ALRA administers the Public Employment Relations Act which regulates labor relations for public employers. These employers include the State, municipalities, boroughs, and school districts in Alaska.</p>	H	PO		<p>There is an administrative need to retain these records in the office long-term as state negotiators utilize these files for research.</p> <p>Record copy is maintained by ALRA.</p>
<p><b>009 - Unfair Labor Practices, Strike Votes, Petitions to Enforce &amp; Certifications/De-Certifications Complaint Files</b> The series consists of copies of unfair labor practices complaints that have been filed with the ALRA. Files also contain work papers and exhibits.</p>	H	C		<p>C = For the life of the bargaining unit contract.</p> <p>Record copy is maintained by ALRA.</p>

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>010 - Bargaining Unit Clarifications &amp; Changes</b>                      Records series consists of copies of clarifications and changes to bargaining unit composition as determined by ALRA. Files also contain work papers and exhibits.</p>	H	C		C = Until administrative need is met.  Confidential under AS 39.25.080.  Record copy is maintained by ALRA.
<p><b>011.1 - Research Studies (Backup &amp; Reference Copies)</b>                      Studies on salary, cost of living, working conditions, and geographical differentials. Some studies may be contracted out to private vendors.</p>	H & E	CY+10		
<p><b>011.2 - Research Studies (Final Product)</b>                      Studies on salary, cost of living, working conditions, and geographical differentials. Some studies may be contracted out to private vendors.</p>	H & E	PA		
<p><b>012 - Contract Administration Subject Files</b>                      Contains interpretative memoranda regarding contract language that impacts contract implementation. These files may cross bargaining unit lines and are general in nature. Topics included are: Family Medical Leave Act, Handguns in the Workplace, Drug Testing, Employee Assistance Programs, etc.</p>	H & E	C		C = Until administrative need is met.  There is an administrative need to retain these records in the office long-term as state negotiators utilize these files for research. These files are updated as new information becomes available.
<p><b>013 - Court Cases</b>                      Consists of cases that are elevated to the State Court System (e.g. a party doesn't prevail in grievance arbitration and a civil action is filed).                       Arranged alphabetically by name.</p>	H & E	C		C = Until administrative need is met.  These cases have long-term research value.  Official Record Copy is maintained by the Alaska Court System.

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>014 - Union Business Leave Requests</b>                      Requests for withdrawal from the Union Business Leave Bank in order to cover time spent on Union business (e.g. union stewards, negotiation team members).</p> <p>Arranged chronologically.</p>	H	C		<p>C = For the life of the bargaining unit contract.</p> <p>Record Copy maintained in the departments.</p>
<p><b>015 - Terminations for Nonpayment of Union Dues</b>                      Requests from the Union to terminate the employment of a state worker refusing to pay Union dues. The state sends a final request to the employee prior to termination.</p> <p>Arranged chronologically.</p>	H & E	C		<p>C = For the life of the bargaining unit contract or until administrative need is met, whichever is longer.</p> <p>Record Copy maintained in the departments.</p>

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