



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 60 Schedule No: 02-60.1

DEPARTMENT OF ADMINISTRATION
 DIVISION OF PERSONNEL AND LABOR RELATIONS
 60 - 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 (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are confidential under AS 39.25.080. This schedule supersedes #21203.

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
	*		-
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	-	*	3/3/00
State Archivist	Date	Records Analyst	Date
*	3/10/00	*	2/16/00

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Personnel Board Files This series consists of the minutes of personnel board meetings, correspondence regarding meetings, appeals relating to proposed or taken action, personnel rule changes, audio tapes. Arranged by meeting date.</p>		PA		Personnel Board meeting tapes may be recycled after three years. Annual accrual rate is less than one cubic foot.
<p>002 - Personnel Rules & Backup Records series consists of material pertinent to the establishment or abolishment of personnel rules. Also contains proposed, but not adopted, rule changes.</p>		PA		Total accumulation to date is approximately two cubic feet.
<p>003 - Numbered Personnel Policy Memoranda Consists of numbered personnel memoranda generated by the Director that clarify the proper application of personnel rules or contract language.</p>		PA		Annual accrual rate is less than .5 cubic foot.

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">Retention Key</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">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">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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