



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 141 Willoughby Avenue
 Juneau, AK 99801-1720
 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 20607

Agency ID #: 58

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DEPARTMENT OF ADMINISTRATION

DIVISION OF PERSONNEL

EMPLOYEE PROGRAMS

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- Numerals - Years in Addition to current year
- TO - Term of Office
- M - After Microfilming
- C - Current/or as defined

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1 thru 4, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise noted all records series are confidential per AS 39.25.080 and 2 AAC 07.910 (c). This records schedule supercedes #020606.

Statutory Authority: Alaska Constitution, Article 12, Section 6; AS 39.25.010 - 200; AS 44.21.020; 2 AAC 07.005 - 999.

The goal of the Division of Personnel is to ensure that the State's human resources management system is as simple and effective as practical in accord with the merit principles in AS 39.25.010; and, to administer a human resources system that develops and implements policies that result in a qualified, productive, and diversified workforce to fulfill the State's responsibilities to the people of Alaska.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Director Sharon Barton	State Archivist <i>[Signature]</i>	Date 5/9/03	Attorney General <i>[Signature]</i>	Date 3/9/03
Signature of Division Director <i>[Signature]</i>	Date 1-28-03	Records Analyst D. Dawson	Date 1/23/02	Commissioner of Administration <i>[Signature]</i>
				Date 5/7/03

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Applications for Employment: [Form 02-250]</p> <p>This series consists of the State of Alaska Employment Application received in the mail or by fax for those applicants that do not have access to a computer and cannot apply online via Workplace Alaska. May include correspondence between the Division and the applicant relating to qualifications and/or experience.</p> <p>Arranged alphabetically by applicant name.</p>	C	-	-	C		<p>C=Until information is entered by Division staff into Workplace Alaska. Hiring agency is responsible for administering Record Copy.</p> <p>Unsolicited employment inquiries are retained until administrative/management need is met. Refer to Item 93, General Administrative Records Retention Schedule.</p>
2	<p>Test Answer Sheets (Airport Safety Officer Only):</p> <p>Test and results completed by applicant.</p> <p>Arranged by examination location.</p>	2	-	-	-		<p>After two years the test answer sheets are sent to the Department of Transportation & Public Facilities, Division of Administrative Services.</p>
3	<p>Test Rosters (Airport Safety Officer Only):</p> <p>Listings of applicants scheduled for testing.</p> <p>Arranged chronologically.</p>	2	-	-	2		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	INDIVIDUAL PERSONNEL FILES-CLASSIFIED, PARTIALLY EXEMPT & NON PERMANENT (Original):	C+ 6 Mos	-	-	M	X	C=Until employee terminates. Originals may be destroyed after microfiched. Files are microfilmed one year after termination with subsequent destruction of the original file. Master microfiche is transferred to Records Management, 141 Willoughby, for offsite security storage; the office retains a workcopy. Official personnel records for exempt employees are maintained by the employing Department. Per 8 CFR 274a.2 a copy of the federal I-9 form (Employment Eligibility Verification) included.
	(Master Microfiche):	-	50	-	50		
	(Workcopy Microfiche):	50	-	-	50		
	Records series consists of the official State personnel record and may include: applications, resumes, personnel actions, performance evaluations and training records. Per 8 AAC 85.020 date of hire, rehire documentation and date/cause of termination or suspension included.						

5	INDIVIDUAL MEDICAL FILES-CLASSIFIED, PARTIALLY EXEMPT & NON PERMANENT (Original):	C	30	-	C+30	X	C=Until employee terminates. Justification for "C+30" Retention: 29 CFR 1904 & 29 CFR 1910 Official medical records for exempt employees are maintained by the employing Department.
	This series consists of the official medical record for State employees and may include: on-the-job accident or illness reports, medical reports, correspondence, etc. Arranged alphabetically by employee name.						

6	Workplace Alaska:	C	B	-	C	X	C=Until information is obsolete, superceded or administrative/management need is met. Hiring agency administers Record Copy. Backup tapes are stored offsite for security. Tapes are rotated according to Information Technology Group procedures.
	The Division of Personnel administers the State's online recruitment system which includes the following: applicant profile, job posting board, job classification specifications, instructions for system use, contact information and frequently asked questions. Layoff/rehire lists and equal employment opportunity data are also administered in this information system. Departmental Human Resource Managers and hiring managers are authorized to review postings and applications for individuals that have applied for specific positions.						

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>Hiring Manager System Access Forms:</p> <p>These forms indicate which hiring managers are authorized to use Workplace Alaska and are used as confidentiality statements with regard to AS 39.25.080 & 2 AAC 07.910.</p> <p>Includes Action, Department Name/Number, Division Name, Name of Hiring Manager, Mailing Address, Telephone Number, EMail Address and Workplace Alaska Training Date. Form also signed by Departmental Human Resources Manager.</p> <p>Arranged by department.</p>	C+1	-	-	C+1		<p>C=Until person retires, separates from State service, transfers to another department or is no longer authorized to use Workplace Alaska.</p> <p>Record Copy.</p>
8	<p>Injured Worker Files:</p> <p>The mission of the Injured Worker Program is to re-employ people who cannot return to their former position. This records series consists of applications for program/job classes, physician release form, proof of injury, certifications, physical capacities evaluation form, and copies of letters from Worker's Compensation (originally filed in the Reading File) and the Department of Law.</p> <p>Arranged alphabetically by name.</p>	C+3	-	-	C+3		<p>C=Until date of hire, date worker rejected job offer, or date of last contact.</p> <p>After worker is eligible for placement on list, some data is input into Lotus Notes in conjunction with Workplace Alaska.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 71, Reading Files.</p>
9	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: payroll, reading, minutes/meeting, etc.</p> <p>Employee Programs' staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives & Records homepage.</p>