



DEPARTMENT OF EDUCATION  
 Division of Libraries, Archives & Museums  
 Archives and Records Management Services  
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Schedule Number: 020704

STATE OF ALASKA

Agency Id: 59

# RECORDS RETENTION SCHEDULE

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DEPARTMENT OF ADMINISTRATION  
 DIVISION OF PERSONNEL  
 CLASSIFICATION & EXAMINING SECTIONS

**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 intends to follow retention periods of records listed in *State of Alaska General Administrative Records Schedule #000100*; therefore, those records have not been repeated on this schedule.

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

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible permanent 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.

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

This records schedule supercedes *Records Retention Schedule #020703*.

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

Typed Name Division Director <b>Beverly Reaume</b>	State Archivist 		Date 1/5/98	Attorney General Susan D. Cox for BJR	Date 12/10/97
Signature of Division Director 	Date 12.4.97	Records Analyst Dean Dawson	Date 12/3/97	Commissioner of Administration Donald Wamoy for Mark Boyer	Date 12/24/97

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		Retention		Disposition			AgencyId <b>59</b>
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
<b>01</b>	<p><b>Salary Surveys:</b>  <b>Salary Survey Workpapers and Raw Data:</b></p> <p>This series consists of salary surveys and backup documentation that the Division collects in cooperation with Alaskan employers. Arranged alphabetically by job class.</p>	10 3	- -	P -	- 3		<p>Annual accrual rate for Salary Surveys is less than one cubic foot.</p> <p><b>NOTE:</b> Salary Survey Workpapers and Raw Data, which consists of returned/answered questionnaires, may be destroyed after 3 years.</p>
<b>02</b>	<p><b>Abolished Classification Specifications:</b></p> <p>This series consists of classification specifications for superceded job classes. Arranged alphabetically by classification.</p>	10	-	-	10		<p>Annual accrual rate is approximately 2 cubic feet.</p> <p><b>Justification for 10 Year Retention:</b> Administrative need.</p>
<b>03</b>	<p><b>Classification Studies and Workpapers:</b></p> <p>This series consists of correspondence with personnel staff from other states and private industry; requests for information; draft Position Description Questionnaires and handwritten notes of analyst.</p>	C+5	5	-	C+10		<p>C=Until study is completed.</p> <p>Annual accrual rate is approximately 2 cubic feet.</p> <p><b>Justification for "C+10" Retention:</b> Administrative need.</p>

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		Retention		Disposition			AgencyId <b>59</b>
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
<b>04</b>	<p><b>Position Control Number (PCN) Files:</b>                      This series consists of job descriptions, Position Description Questionnaires (PDQ), classification actions, requests for reclassification and correspondence related to particular positions. Arranged by PCN.</p>	C+10	-	-	C+10		C=Most recent action. Original authorization maintained until PCN is no longer valid, plus ten years. All other documents purged after ten years unless related to most recent action.  Annual accrual rate is approximately 2 cubic feet.  <b>Justification for "C+10" Retention:</b> Administrative need.
<b>05</b>	<p><b>Organization Charts for Alaska Government:</b>                      Prepared pursuant to AS 44.17.020 and AS 44.17.070. Arranged alphabetically by Department.</p>	C+5	-	-	C+5		C=Until chart is superceded.
<b>06</b>	<p><b>Nonpermanent Position Files:</b>                      This series consists of agency requests and justification for nonpermanent positions, and the Division's review and action. Arranged by PCN.</p>	C+2	-	-	C+2		C=Until position is eliminated.  <b>NOTE:</b> Agencies exercising delegation will follow same schedule.

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Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
<b>07</b>	<p><b>Vacancy Analysis Reports:</b>                      These reports generated from <i>AKPAY</i> document vacancies within State Government. There are ten different reports arranged by position, PCN, department, service type (classified, partially exempt, nonpermanent), etc. Reports may be on COM, microfiche, paper.</p>	C	-	-	C		C=Until report is obsolete, superceded or administrative need is met.  <b>NOTE:</b> All sequences of the vacancy analysis report, including error and variant lists may be destroyed after administrative need is met.  <i>AKPAY:</i> Alaska Payroll System
<b>08</b>	<p><b>Job Class Listing Reports:</b>                      These reports generated by request from <i>AKPAY</i> consist of job class listings arranged three ways: alphabetically by job class title; numerically by salary; numerically by class code.</p>	C	-	-	C		C=Until report is obsolete, superceded or administrative need is met.
<b>09</b>	<p><b>Geographic Location Code Records:</b>                      This series consists of correspondence, workpapers and backup data regarding additions or adjustments of geographic codes for the State. Arranged chronologically by date of action.</p>	C	-	-	C		C=Until report is obsolete, superceded or administrative need is met.  Annual accrual rate for this series is approximately 5-6 sheets.

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Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
<b>10</b>	<p><b>Master Exam File and Written Key:</b> This series consists of the current written examinations used by the Division and accompanying written key. Arranged numerically by test code.</p>	C+10	-	-	C+10		<p>C=Until examination is superceded or terminated.</p> <p><b>NOTE:</b> The <i>Written Key</i> for all current exams should be stored in a confidential, secured area.</p>
<b>11</b>	<p><b>Selection Procedure Validation Studies:</b> This series consists of the validation studies of each of the written examinations and the oral boards/physical agility tests and other selection procedures used in the selection of employees. Arranged alphabetically by job class title.</p>	C+10	-	-	C+10		C=Until validation study is completed.
<b>12</b>	<p><b>Test Development Records:</b> This series consists of workpapers regarding development of a written examination or a rating of training and experience so that selection standards can be applied to State job classifications. May include tests which have not been accepted or used. Arranged alphabetically by job class title.</p>	C+10	-	-	C+10		C=Until validation and acceptance of new exam or rating process.

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<b>13</b>	<p><b>GENERAL ADMINISTRATIVE FILES</b></p> <p>Includes administrative records related to budget, fiscal accounting, purchases, grants and contracts, personnel, general correspondence, regulation files, reading files, etc.</p> <p>The Classification and Examining Sections will follow the retention times established by the <i>General Administrative Records Retention Schedule</i>.</p>						<p><b>NOTE:</b> Documents and email business messages maintained <b>only</b> in <b>electronic format</b> must meet the same retention requirements as hardcopy documents.</p> <p><b>All duplicate copies</b> of records maintained on any media may be destroyed as soon as administrative need is met.</p>