



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 21203

Agency ID #: 60

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<p>DEPARTMENT OF ADMINISTRATION</p> <p>DIVISION OF PERSONNEL</p> <p>DIRECTOR'S OFFICE</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - Current/or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100; unless those records have been listed on this schedule.

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

All records have potential permanent legal and historical value and 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.

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.

This records schedule supercedes #021202.

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

Division Director Sharon Barton	State Archivist 	Date 3/10/00	Attorney General 	Date	
Signature of Division Director 	Date	Records Analyst D. Dawson	Date 2/16/00	Commissioner of Administration 	Date 3/3/00

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Personnel Board Files:</p> <p>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.</p> <p>Arranged by meeting date.</p>	5	-	P	-		<p>Refer also to the General Administrative Records Retention Schedule, Item 65, Minutes & Meeting Files, Major Policy Making.</p> <p>Personnel Board meeting tapes may be recycled after three years.</p> <p>Annual accrual rate is less than one cubic foot.</p>
2	<p>Personnel Rules & Backup:</p> <p>Fileset consists of material pertinent to the establishment or abolishment of personnel rules. Also contains proposed, but not adopted, rule changes.</p>	C+5	-	P	-		<p>C=Until personnel rule is superceded.</p> <p>Total accumulation to date is approximately two cubic feet.</p>
3	<p>Numbered Personnel Policy Memoranda:</p> <p>Consists of numbered personnel memoranda generated by the Director that clarify the proper application of personnel rules or contract language.</p>	C	-	P	-		<p>C=Until memoranda superceded.</p> <p>Annual accrual rate is less than .5 cubic foot.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: personnel, payroll, reading, minutes/meeting, etc.</p> <p>Director's Office staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p> <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>