



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule No: 21305

Agency I.D: 52

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RECORDS RETENTION SCHEDULE

RETENTION KEY

A - Audit
 C - Cut-off date/event
 CY - Current Year
 CFY - Current Fiscal Year
 PA - Permanent (Transfer to State Archives)
 PO - Permanent (Retain in Office)
 TO - Term of Office
 Bus. Ess. - Business Essential Record

FORMAT KEY

H - Hardcopy
 E - Electronic
 D - Database
 S - Scanned
 M - Microform

DEPARTMENT OF ADMINISTRATION
 DIVISION OF PERSONNEL & LABOR RELATIONS
 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 (GARRS), unless those records have been listed on this schedule.

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

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.

Unless otherwise indicated all records series are non-confidential. This records schedule supersedes #21304.

Statutory/Regulatory Authority: AS 23.40.070-250 (Public Employment Relations Act); AS 39.25 (State Personnel Act), and 2 AAC 8.

The mission of the Division of Labor Relations is to achieve the purposes of the Public Employment Relations Act by acting as the executive branch representative in contract negotiations and contract administration matters.

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, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director	State Archivist	Date	Assistant Attorney General	Date
Nicki Neal		11/30/11		10/19/11
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration
	11/28/11		11/30/11	
			FOR DOA COMMISSIONER	11/1/11

Records Retention Schedule Continuation			Agency I.D: 52		Schedule No: 21305		Page 2 of 6	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
1	1	Arbitrator Files This series consists of a reference file of arbitrators' resumes, biographies and fee schedules.	H	C	-	C		C = Until administrative need is met.
2	2	Collective Bargaining Unit Contract Consists of contracts and letters of agreements.	H & S	C	-	PA	X	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. Some agreements may be confidential.
3		Contract Interpretation & Arbitration Decisions						C = Until administrative need is met.
	3A	Original Decisions	H & S	C	-	PA	X	CO = Until contract is superseded.
	3B	Exhibits and Briefs Includes arbitrations relating to contract interpretation.	H & S	CO+1	9	PA	X	Some are confidential under AS 39.25.080.

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
4	4	<p>Collective Bargaining Negotiation Files</p> <p>Records series consists of letters of understanding, tentatively approved articles, proposals and counter proposals and bargaining notes.</p>	H	C+10	10	C+20		<p>C = Until collective bargaining agreement is approved.</p> <p>There is an administrative/management need to retain these records in the office long-term as state negotiators utilize these files for research.</p>
5	5	<p>Grievance Case Files</p> <p>Consists of grievance forms, investigative notes, reports, correspondence and related backup.</p> <p>Arranged alphabetically by name.</p>	H	C+5	10	C+15		<p>C = For the life of the bargaining unit contract.</p> <p>Some are confidential under AS 39.25.080.</p>
6	6	<p>Employee Notice of Pay Problem</p> <p>Copies of Employee Notice of Pay Problem which are sent to the Labor Relations Unit from originating departments.</p>	H	C	-	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>
7	7	<p>Termination Letters</p> <p>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	-	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>

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
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8	8	<p>Alaska Labor Relations Agency Decisions & Orders</p> <p>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	-	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>
9	9	<p>Unfair Labor Practices, Strike Votes, Petitions to Enforce & Certifications/De-Certifications Complaint Files</p> <p>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	-	C		<p>C = For the life of the bargaining unit contract.</p> <p>Record copy is maintained by ALRA.</p>
10	10	<p>Bargaining Unit Clarifications & Changes</p> <p>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		<p>C = Until administrative need is met.</p> <p>Confidential under AS 39.25.080.</p> <p>Record copy is maintained by ALRA.</p>

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
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11	11A	Research Studies Backup & Reference Copies	H & E	CY+10	-	CY+10		
	11B	Final Product Studies on salary, cost of living, working conditions, and geographical differentials. Some studies may be contracted out to private vendors.	H & E	CY+10	-	PA		
12	12	Contract Administration Subject Files 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.	H & E	C	-	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.
13	13	Court Cases 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.	H & E	C	-	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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14	14	<p>Union Business Leave Requests</p> <p>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	-	C		<p>C = For the life of the bargaining unit contract.</p> <p>Record Copy maintained in the Departments.</p>
15	15	<p>Terminations for Nonpayment of Union Dues</p> <p>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	-	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>