



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information
 Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Schedule No: 21401

Agency I.D: 33

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RECORDS RETENTION SCHEDULE

RETENTION KEY

FORMAT KEY

DEPARTMENT OF ADMINISTRATION	A - Audit	PA - Permanent (Transfer to State Archives)	H - Hardcopy
DIVISION OF PERSONNEL & LABOR RELATIONS	C - Cut-off date/event	PO - Permanent (Retain in Office)	E - Electronic
EQUAL EMPLOYMENT OPPORTUNITY PROGRAM	CY - Current Year	TO - Term of Office	D - Database
	CFY - Current Fiscal Year	Bus. Ess. - Business Essential Record	S - Scanned
			M - Microform

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 #21400.

Statutory/Regulatory Authority: AK Constitution Art. 1, Sec. 3; AK Constitution, Art. XII, Sec. 6; AS 39.28; AS 39.25.080, 150(21) & 159; AS 39.20.500-550; AS 18.80.220; 2 AAC 07.175; 6 AAC 07.113; 6 AAC 65.010; 6 AAC 30.810, .830, .840; US Constitution, 1st & 14th Amendments; Title VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act of 1967; ADA (1990 and 2008); Vietnam Era Veterans Readjustment Assistance Act of 1974; Rehabilitation Act of 1973; Immigration Reform and Control Act of 1986; Older Workers Benefit Protection Act of 1990; Civil Rights Act of 1991; Lily Ledbetter Fair Pay Act of 2009; Equal Pay Act of 1963; Title II of the Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act of 1978; USERRA 38 USC 4301-4335); 29 CFR 825.500; 29 CFR 1608, 1625, 1630, 1640, 1641, 1620, 1604, 1606, 1804.10, 1602, 1627, 1605.

The Equal Employment Opportunity Program assists state officials to carry out their EEO responsibilities. The EEO Program receives and investigates complaints of discrimination in employment; represents the executive branch of the Alaska state government to enforcement agencies when external complaints of discrimination are filed; and serves as liaison to individuals and organizations concerned with EEO.

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 Nicki Neal	State Archivist <i>D. Dawson</i>	Date 11/30/11	Assistant Attorney General <i>Alan Blum</i>	Date 10/19/11
Signature of Division Director/Designee <i>Nicki Neal</i>	Date 11/28/11	Records Analyst <i>[Signature]</i>	Date 11/30/11	Commissioner of Administration <i>[Signature]</i> FOR BOA COMMISSIONER

Records Retention Schedule Continuation			Agency I.D: 33		Schedule No: 21401		Page 2 of 3	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
1	1	<p>Federal EEO-4 Reports</p> <p>This federally mandated report is formally known as the State and Local Government Report and is submitted in odd-numbered years to the federal Equal Employment Opportunity Commission. The report contains workforce data about gender and race/ethnicity by job group and salary range.</p>	H & E	10	-	10	X	These reports are maintained in the Division of Personnel & Labor Relations Employee Records Information Center (DOP&LR EPIC).
2, 4 & 6	2	<p>Statutory Reports</p> <p>Reports required by AS 39.28, which include EEO/AA plans and compliance and progress reports such as the annual Executive Branch Affirmative Action Plan and Progress Report on Equal Employment Opportunity and Affirmative Action in Alaska State Government.</p>	H & E	CFY+25	-	PA	X	<p>The annual Executive Branch Affirmative Action Plan and Progress Report on Equal Employment Opportunity and Affirmative Action in Alaska State Government are distributed to the Office of Governor, State departments, Legislature, and the Alaska State Library.</p> <p>They are also available online at the Division of Division of Personnel & Labor Relations webpage.</p>

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks	
				Office	Records Center	Total Retention			
5	3	<p>Complaint Case Files</p> <p>This series consists of EEO complaint files for the executive branch. Complaints are filed by current, former or prospective employees directly with the EEO Program or via enforcement agencies. Files may contain investigative records, determinations, hearing records, conciliation agreements, recordings, and photographs.</p> <p>Arranged alphabetically by complainant last name.</p>	H & E	C+7	-	C+7	X	<p>C = Until case is closed.</p> <p>Confidential under AS 39.28.060 or AS 39.25.080.</p>	
-	4	<p>Program Management Files</p> <p>This series consists of records of inquiry (IRs) and consultation and project files. IRs document inquiries to the EEO Program by mail, phone, e-mail, and in person.</p> <p>Consultation and project files may include technical assistance documentation, case reports, outreach records, EEO related policy projects, or correspondence with enforcement agencies or other organizations concerning EEO.</p> <p>IRs arranged by month/year. Consultation and project files maintained alphabetically by subject.</p>	H & E	C+3	-	C+3		<p>C = Until matter is completed, resolved, or administrative need is met.</p> <p>Select records may be confidential under AS 39.28.060 or AS 39.25.080</p>	