



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: 25104

DIVISION OF FINANCE  
 Agency ID #: 56

DEC 26 2002

Page 1 of 2

<p><b>DEPARTMENT OF ADMINISTRATION</b></p> <p><b>DIVISION OF PERSONNEL</b></p> <p><b>TRAINING &amp; DEVELOPMENT</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - 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, 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 indicated all records series are nonconfidential.

Statutory Authority: AS 39.25.050(a)(3) and (b). This records schedule supercedes #025103.

The Training & Development Section provides opportunities for professional growth in Alaska and offers the following services to meet training and development needs: scheduled workshops, courses focusing on workplace and legal issues, computer classes, custom training programs and in-house consulting. The mission of the Section is to provide training necessary to ensure that State employees attain their highest level of productivity.

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	State Archivist	Date	Attorney General	Date
Sharon Barton	<i>Sharon Barton</i>	1/6/03	<i>[Signature]</i>	12/20/02
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>Sharon Barton</i>	D. Dawson	10/21/02	<i>[Signature]</i>	12/27/02

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER 25104**

**Page 2**

**Agency ID 56**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>GENERAL ADMINISTRATIVE RECORDS</b></p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: billing/accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Training &amp; Development staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>All duplicate copies 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 &amp; Records homepage.</p>
2	<p><b>Training Course Files:</b></p> <p>This series consists of registration forms, schedules with course information, course evaluations from participants, correspondence and rosters.</p> <p>Arranged chronologically.</p>	3	-	-	3		<p>Registration forms also serve a procurement function.</p>
3	<p><b>Course Development Files:</b></p> <p>Course materials including audio/visual products, training aides, research materials, computer diskettes, correspondence, etc. related to the development and/or presentation of training courses.</p> <p>Arranged alphabetically by course name.</p>	C	-	-	C		<p>C=Until course becomes obsolete, is no longer offered and all administrative/management need is met.</p> <p>Currently the Section administers approximately 15 training courses.</p> <p>Training Course Booklets may be needed for arbitration hearings.</p>