DEPARTMENT OF EDUCATION AND 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: 20-551.1
Agency I.D: 551

RECORDS RETENTION SCHEDULE FOR

DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATIVE SERVICES
551 - FACILITIES MANAGEMENT

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.

Per AS 12.62.160 criminal justice information and the identity of recipients of criminal justice information is confidential and exempt from disclosure under AS 40.25.120. Refer also to 22 AAC 05.090(c) & 22 AAC 05.095. This schedule supersedes #201700.

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.

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	Attorney General/Designee	Date
Leslie Houston	D. Dawson		7/3/12	Alan [signature]	8/16/12
Signature of Division Director/Designee	**Date**	**Records Analyst**	**Date**	**Commissioner of Administration/Designee**	**Date**
[signature] for Leslie Houston	6/13/2012	[signature]	7/3/12	for [signature]	6/26/12

Item No - Record Series Title & Description	Format	Office	Records Center	Total Retention	Bus. Ess.	Remarks
001.1 - Facility Files - Construction Documents/As-builts (Originals) This records series documents the DOC's construction activities. Construction as-builts, architectural/engineering drawings, designs/calculations, floor plans, licenses, fire/life/safety schematics and well logs will be retained until the State no longer has an interest in the building.	H	S	C	C	Y	S = Until scanned. C=Until the State no longer has an interest in the building.
001.2 - Facility Files - Construction Documents/As-builts (Scanned Copy) This records series documents the DOC's construction activities. Construction as-builts, architectural/engineering drawings, designs/calculations, floor plans, licenses, fire/life/safety schematics and well logs will be retained until the State no longer has an interest in the building.	S	C	-	C	Y	C = Until the State no longer has an interest in the building.
001.3 - Facility Files - General Design Information & Correspondence (Originals) Construction correspondence, inspection reports, general design information, change orders, amendments, RSA's and other bid/contract documents will be retained for six years after construction is completed.	H	S	CC	CC	Y	S = Until scanned. CC = After construction is completed.
001.4 - Facility Files - General Design Information & Correspondence (Scanned) Construction correspondence, inspection reports, general design information, change orders, amendments, RSA's and other bid/contract documents will be retained for six years after construction is completed.	S	CC+6	-	CC+6	Y	S = Until scanned. CC = After construction is completed.

Retention Key		Format Key		
A = Until Audit	PA = Permanent (Transfer to State Archives)	H = Hardcopy	S = Scanned	
C = Cut-off event/date	PO = Permanent (Retain in agency office)	E = Electronic	M = Microform	Bus. Ess. = Business Essential
CY = Current Year	T = Transfer	D = Database		
CFY = Current Fiscal Year	TO = Term of Office			