



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 278 Schedule No: 08-278.1

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
 278 - ALASKA SEAFOOD MARKETING INSTITUTE

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #82505.

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 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
	*		-
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	2/23/07	*	3/13/07
State Archivist	Date	Records Analyst	Date
*	3/14/07	*	10/30/06

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - ASMI Board of Director's Meeting Files This series includes minutes, agendas and board packets (reports, budget summaries, etc.)</p> <p>Arranged chronologically.</p>		PA		Annual accrual rate is less than one cubic foot.
<p>002 - Committee Files The ASMI Board chairman appoints six committees: Export; Whitefish; Seafood Technical; Shellfish; Salmon; Food Service and Retail, staffed by seafood industry members.</p> <p>Records series includes meeting minutes, correspondence, reports, agendas and appointment calendars.</p>		PA		Records transferred to the State Archives may be sampled unless transferring authority recommends otherwise.
<p>003 - Federal Export Program Administrative Subject Files Includes correspondence and data regarding the Market Assistance Plan (MAP) where the state pays matching funds for authorized programs.</p> <p>Arranged alphabetically by subject.</p>		5		Refer to item #004.
<p>004 - Federal Export Program Payments Itemized backup for item #003, including statements, invoices and job jackets (advertising agency workfiles).</p> <p>Arranged alphabetically by subject.</p>		C+5		C = Until audit is completed. Refer to item #003.
<p>005 - Staff Project Files Special project files including fair exhibitions, visiting videographers, banquets, cooperative ventures with the Office of Tourism Development and other one time events.</p> <p>Arranged alphabetically by project title.</p>		PA		Records transferred to the State Archives may be sampled unless transferring authority recommends otherwise.
<p>006 - Advertising Firm File Includes correspondence to/from advertising firms and reference materials.</p> <p>Arranged alphabetically by firm name.</p>		3		
<p>007 - Marketing/Promotional Workfiles Records series consists of studies, plans and backup for marketing and promotional projects of the agency.</p> <p>Arranged alphabetically by name.</p>		PA		Records transferred to the State Archives may be sampled unless transferring authority recommends otherwise.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>008 - Seafood Technical Program The Seafood Technical Committee is staffed by seafood industry members fulfilling the statutorily mandated promotion of quality.</p> <p>Includes meetings, correspondence, projects, surveys.</p>		PA		<p>Refer to item #002.</p> <p>Records transferred to the State Archives may be sampled unless transferring authority recommends otherwise.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

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