



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 81604

Agency ID #: 260

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF COMMERCE, COMMUNITY
 & ECONOMIC DEVELOPMENT
 DIVISION OF ADMINISTRATIVE SERVICES

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- Numerals - Years in Addition to current year
- TO - Term of Office
- M - After Microfilming
- C - Current/or as defined

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, 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. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

All records are non-confidential except as may be noted in the General Schedule. This schedule replaces previous schedule #81603.

Statutory Authority: AS 44.33.010-020 (Administrative Services).

The Division of Administrative Services provides management services and administrative support to all divisions and agencies within the Department of Commerce, Community & Economic Development.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed 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 Samuel Thomas	State Archivist <i>[Signature]</i>	Date 12-4-06	Attorney General <i>[Signature]</i>	Date 11/24/06
Signature of Division Director <i>[Signature]</i>	Date 10-4-06	Records Analyst <i>[Signature]</i>	Date 9-13-06	Commissioner of Administration <i>[Signature]</i>

DIVISION OF FINANCE

NOV 30 2006

RECORDS RETENTION SCHEDULE CONTINUATION

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Administrative Services Division staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>