



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 81700

Agency ID #: 671

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DEPARTMENT OF COMMERCE, COMMUNITY
 & ECONOMIC DEVELOPMENT
 ALASKA STATE COMMUNITY SERVICE COMMISSION

KEY

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

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.

Unless otherwise noted all records series are nonconfidential. This is an entirely new records schedule.

Statutory/Regulatory Authority: AS 44.62.310-.312 (Open Meetings Act); 42 U.S.C. 12525, 12543 & 12582.

The purpose of the Alaska State Community Service Commission (ASCSC) is to engage Alaskans of all ages and backgrounds in community-based service and volunteerism as a means of community and state problem solving and to promote participation in the national AmeriCorps Program, Learn and Serve America program and Disability Inclusion Project as required for the receipt of federal financial assistance under section 12638 of the National and Community and Service Trust Act of 1990. The ASCSC is overseen by no fewer than 15 and no more than 25 voting Commission members appointed by the Governor.

NOTE: 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 below are approved for retention and disposition as indicated.

Division Director	State Archivist		Date	Attorney General	Date
Nita Madsen	<i>Glenn Cook</i>		9/2/08	<i>Craig J. Tilley</i>	8/22/08
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Nita Madsen</i>	8/8/08	<i>Christopher L. H. H.</i>	8-8-08	<i>Kevin Jones</i>	8/28/08

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Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
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>Alaska State Community Service Commission staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Grant Records:</p> <p>This records series consists of financial, management and any other related material that is generated subsequent to application for and/or expenditure of grant funds received by the State.</p>	C+1	5		C+6		<p>C=Until grant closeout.</p> <p>Refer also to the General Administrative Records Retention Schedule, Items 40-44 (Grant Management Records)</p>