



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 82505

Agency ID #: 278

RECORDS RETENTION SCHEDULE

Page 1 of 4

DEPARTMENT OF COMMERCE, COMMUNITY
 & ECONOMIC DEVELOPMENT
 ALASKA SEAFOOD MARKETING INSTITUTE

DIVISION OF FINANCE

MAR 12 2007

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.

Unless otherwise indicated all records series are nonconfidential. This records schedule covers staff functions located in Juneau and Seattle, Washington and supercedes schedule #82504. Currently ASMI administers no information databases.

Statutory Authority: AS 16.51.010 - .180 (Alaska Seafood Marketing Institute); 15 AAC 116.600-700 (Seafood Marketing Assessment on Processors).

The mission of the Alaska Seafood Marketing Institute (ASMI) is to increase the value of Alaska seafood and to promote the quality and superiority of Alaska seafood products in all areas of the domestic and foreign markets. ASMI is governed by a 7 member Board of Directors appointed by the Governor of Alaska. The Board consists of 5 processors (4 large & one small) and two commercial harvesters.

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 Earnest R. Riutta	State Archivist 	Date 3-14-07	Attorney General 	Date 2/23/07
Signature of Division Director 	Date	Records Analyst 	Commissioner of Administration 	Date 3/13/07

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

82505

Page 2

Agency ID

278

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>ASMI Board of Director's Meeting Files:</p> <p>This series includes minutes, agendas and board packets (reports, budget summaries, etc.)</p> <p>Arranged chronologically.</p> <p style="text-align: center;">DIVISION OF FINANCE MAR 12 2007</p>	5	-	P	-		<p>Annual accrual rate is less than one cubic foot.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 65, Minutes & Meeting Files--Major Policy Making.</p>
2	<p>Committee Files:</p> <p>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>	5	-	P	-		<p>Refer also to the General Administrative Records Retention Schedule, Item 66, Minutes & Meeting Files--Non-Policy Making.</p> <p>Records transferred to the state archives may be sampled unless transferring authority recommends otherwise.</p>
3	<p>Federal Export Program Administrative Subject Files:</p> <p>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	-	-	5		Refer to Item 4.

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

82505

Page 3

Agency ID

278

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Federal Export Program Payments:</p> <p>Itemized backup for Item 3, including statements, invoices and job jackets (advertising agency workfiles).</p> <p>Arranged alphabetically by subject.</p> <p style="text-align: center;">DIVISION OF FINANCE MAR 12 2007</p>	C+5	-	-	C+5		<p>C=Until audit is completed.</p> <p>Refer to Item 3.</p>
5	<p>Staff Project Files:</p> <p>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>	5	-	P	-		<p>Records transferred to the state archives may be sampled unless transferring authority recommends otherwise.</p>
6	<p>Advertising Firm File:</p> <p>Includes correspondence to/from advertising firms and reference materials.</p> <p>Arranged alphabetically by firm name.</p>	3	-	-	3		

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 82505

Page 4

Agency ID 278

Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Marketing/Promotional Workfiles:</p> <p>Records series consists of studies, plans and backup for marketing and promotional projects of the agency.</p> <p>Arranged alphabetically by name.</p> <p style="text-align: center;">DIVISION OF FINANCE MAR 12 2007</p>	5	-	P	-		Records transferred to the state archives may be sampled unless transferring authority recommends otherwise.
8	<p>Seafood Technical Program:</p> <p>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>	5	-	P	-		<p>Refer to Item 2.</p> <p>Records transferred to the state archives may be sampled unless transferring authority recommends otherwise.</p>
9	<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>ASMI 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 Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>