



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 687 Schedule No: 08-687.1

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT

687 - ALASKA ENERGY AUTHORITY (AEA)

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

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #84503, #89200, #87002, #86902, and #88300.

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 Sara Fisher-Goad	Signature of Division Director 	Date 2/13/13
Attorney General/Designee 	Date 5/13/13	Commissioner of Administration/Designee FOR
State Archivist D. Dawson	Date 2/26/13	Records Analyst Valerie (FOR)
		Date 2/15/15
		Date 2/26/2013

RRDS Continuation		Agency I.D: 687	Schedule No: 08-687.1	Page 2 of 4
Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Alternative Energy and Energy Efficiency Project Files</p> <p>This record series includes reconnaissance studies, feasibility reports, building energy audits, data from field measurement devices, final design documents, post-construction reporting, reference publications, photographs and maps. This program includes AEEE program, the Renewable Energy Fund and the Emerging Energy Technology Fund.</p> <p>Arrangement generally is alphabetical by project.</p>	H, E & D	C+6		<p>C = After the project is closed out</p> <p>Some data is input into the Alaska Energy Efficiency Map database, a renewable energy performance database, a hydro studies database, the Alaska Energy Data Inventory, and/or AHFC's ARIS database.</p>
<p>002.1 - Power Project Construction Files</p> <p>Records series documents major construction projects, including Susitna-Watana Hydro project. Some projects were completed under the Alaska Power Authority (Bradley Lake, Alaska Intertie, and Larson Bay).</p> <p>Includes: correspondence, financial reports/plans, cost estimates, easements, contracts, specifications, permits/right-of-way documents, meeting notes, photographs, aerial displays, maps, finance/accounting records, trip reports, press releases, RFP's, public notices, evaluations of proposals, grant agreements/amendments, procurement data, progress and project closeout documentation.</p>	H & E	C+7		<p>C = Life of the project or as long as AEA owns the project.</p>
<p>002.2 - Power Project Construction Files (As-Builts and Final Reports)</p>	H & E	PA		
<p>003 - Community Bulk Fuel Assessments & Powerhouse Assessments</p> <p>Consists of assessments of community bulk fuel storage tanks. Includes: assessment forms, maps, photos, drawings and correspondence.</p> <p>Arranged alphabetically by community.</p>	H & E	15		<p>Some data is input into the Bulk Fuel Database.</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.

Retention Key	Format Key	Bus. Ess = Business Essential
<p>A = Until Audit</p> <p>C = Cut-off event/date</p> <p>CY = Current Year</p> <p>CFY = Current Fiscal Year</p> <p>PA = Permanent (Transfer to State Archives)</p>	<p>PO = Permanent (Retain in agency office)</p> <p>S = Until Scanned</p> <p>T = Transfer</p> <p>TO = Term of Office</p>	<p>H = Hardcopy</p> <p>E = Electronic</p> <p>D = Database</p> <p>M = Microform</p>
		<p>1. Are necessary for emergency response</p> <p>2. Are necessary to resume or continue operations</p>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>004.1 - Bulk Fuel Upgrade Project Files</p> <p>Includes contracts, correspondence, environmental assessments, design documents, permits, procurement data, training files, photos and reports.</p> <p>Arranged alphabetically by community.</p>	H & E	C+15		<p>C = After the project is closed out.</p> <p>Projects are owned and operated by individual communities, not by state-level government agencies.</p>
<p>004.2 - Rural Power Systems Upgrade Files</p> <p>Includes contracts, correspondence, environmental assessments, design documents, permits, procurement data, training files, photos and reports.</p> <p>Arranged alphabetically by community.</p>	H & E	C+10		<p>C = After the project is closed out.</p> <p>Projects are owned and operated by individual communities, not by state-level government agencies.</p>
<p>005.1 - Resolutions (Official Record Copy)</p> <p>These are resolutions approved by the Board of Directors.</p>	H & E	PA		
<p>005.2 - Resolutions (Agency Copy)</p> <p>These are resolutions approved by the Board of Directors.</p>	H & E	PO		
<p>006.1 - Power Cost Equalization (Utility Files)</p> <p>The record series supports Power Cost Equalization payments to utilities. Files include monthly reports prepared by utilities, supporting RCA Letter Orders establishing funding levels, correspondence, and statistical analysis.</p> <p>Files are arranged alphabetically by utility.</p>	H	CY+6		
<p>006.2 - Power Cost Equalization (Community Facility Files)</p> <p>The record series supports determinations made the Authority regarding community facility approval requests. Files include determination requests from utility customers, supporting documentation, notification of AEA's determination, and associated correspondence.</p> <p>Files are arranged alphabetically by utility.</p>	H	PO		

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>006.3 - Power Cost Equalization (Annual Statistical Reports)</p> <p>Record series consists of annual statistical reports of the Power Cost Equalization Program.</p>	H & E	PO		At least one copy for each year is permanently retained. The 10 most recent annual publications are published on AEA's website.
<p>007 - Power Project Fund Loan Files</p> <p>Includes loan application, analysis of project, credit analysis, loan commitment, loan agreement, security documents, correspondence.</p> <p>Arranged alphabetically by name of borrower.</p>	H	C+15		C = Until loan paid off.
<p>008 - Power Project Fund Application Files</p> <p>Includes loan application, analysis of project, notification of decline/withdrawal, correspondence.</p> <p>Arranged alphabetically by name of borrower.</p>	H	C+15		C = Until application declined or withdrawn.

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