



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: 263 Schedule No: 08-263.1

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
 ALASKA INDUSTRIAL DEVELOPMENT AND EXPORT AUTHORITY (AIDEA)
 263 - OFFICE OF THE EXECUTIVE DIRECTOR

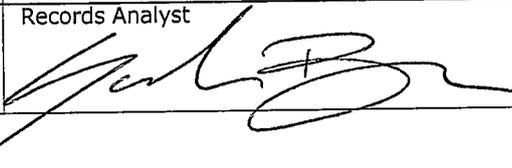
The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #84503.

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 Ted Leonard	Signature of Division Director 	Date 12/28/2012
Attorney General/Designee 	Date 2/4/13	Commissioner of Administration/Designee FOR 
State Archivist D. Dawson	Date 1/10/13	Records Analyst 

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 – Resolutions (Color Copy) There are three types of resolutions: Eligibility Resolutions, which allow the reimbursement of certain eligible expenses incurred by the borrower if tax-exempt obligations are issued; Loan Resolutions, which deal with the issuance of loans; and, General Resolutions, which deal with projects, studies, authority functions, etc.</p>	H & E	PA		
<p>001.2 – Resolutions (Agency Copy) There are three types of resolutions: Eligibility Resolutions, which allow the reimbursement of certain eligible expenses incurred by the borrower if tax-exempt obligations are issued; Loan Resolutions, which deal with the issuance of loans; and, General Resolutions, which deal with projects, studies, authority functions, etc.</p>	H & E	PO		

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
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)	H = Hardcopy E = Electronic D = Database M = Microform	1. Are necessary for emergency response 2. Are necessary to resume or continue operations