



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 141 Willoughby Avenue
 Juneau, AK 99801-1720
 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 84503

Agency ID #: 263

Page 1 of 3

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

ALASKA INDUSTRIAL DEVELOPMENT & EXPORT AUTHORITY (AIDEA) AND ALASKA ENERGY AUTHORITY (AEA)

OFFICE OF THE EXECUTIVE DIRECTOR

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, and Amendments 1 thru 4, 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.

Unless otherwise indicated all records series are nonconfidential. This records schedule supercedes #084502.

Statutory/Regulatory Authority: AS 44.88; 3 AAC 99.

The AIDEA is a public corporation which provides various means of financing for industrial, manufacturing and other business enterprises to further the overall goal of developing and diversifying the State's economic base. The Authority encourages economic development by providing reasonable cost capital for Alaskan business.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full 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 Jim McMillan	State Archivist 	Date 2/24/03	Attorney General 	Date 1/22/03
Signature of Division Director 	Date 1/10/03	Records Analyst D. Dawson	Date 12/23/02	Commissioner of Administration

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

84503

Page 2

Agency ID

263

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 general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Office of the Executive Director 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 downloaded from the Archives & Records homepage.</p>
2	<p>General Executive Files:</p> <p>Includes correspondence and information related to the operations and functions of the agency.</p> <p>Arranged alphabetically by topic.</p>	5	-	P	-		<p>Annual accrual rate is less than 1 cubic foot.</p>
3	<p>Board Meeting Packets:</p> <p>Includes notices of meetings, agendas with attachments or exhibits and minutes/transcripts of the previous meeting.</p> <p>Arranged chronologically.</p>	5	-	P	-		<p>Board meeting audiotapes may be recycled.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

84503

Page 3

Agency ID

263

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Resolutions (Originals):</p> <p>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>	10	-	P	-		
5	<p>AIDEA Bylaws, Policies, Procedures & Regulations:</p> <p>Arranged chronologically.</p>	C	-	P	-	X	C=Until superceded. By-laws are not a vital program record.