



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 88300

Agency ID #: 642

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
ALASKA INDUSTRIAL DEVELOPMENT & EXPORT AUTHORITY (AIDEA) AND ALASKA ENERGY AUTHORITY BUSINESS DEVELOPMENT SECTION

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

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

AIDEA is a public corporation which provides various means of financing for industrial, manufacturing, export and other business enterprises to further the overall goal of developing and diversifying the State's economic base. AIDEA encourages economic development by providing reasonable capital cost 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 | State Archivist | | Date | Attorney General | Date |
| Jim McMillan | | | 2/24/03 | | 1/22/02 |
| Signature of Division Director | Date | Records Analyst | Date | Commissioner of Administration | Date |
| | 1/14/03 | D. Dawson | 1/10/03 | | 2/12/03 |

| 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 general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>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>Development Project Files, Approved:</p> <p>Includes: correspondence, final plans/reports, cost estimates, agreements, memoranda of understanding, environmental assessment reports, permits, budgets, right-of-way documents, as-builts, specifications, RFP's, progress/final reports, litigation documents, project closeout documents.</p> | C+6 | - | - | C+6 | | <p>If AIDEA becomes the tenant/landlord, certain project data may become part of the Facility Maintenance Files (item 3).</p> |
|---|--|-----|---|---|-----|--|---|

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|---|---|---|---|---|---|--|---|
| 3 | <p>Facility Maintenance/Operation Files:</p> <p>Includes all documents, files and data relating to operation and maintenance of the facility, including permits, utilities correspondence, bids, reports, proposals, accounting, problems, and enabling legislation.</p> | C | - | - | C | | <p>C=Retain for the life of the facility or until administrative need is met.</p> |
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| | | Retention | | Disposition | | | |
|----------|---|-----------|----------------|----------------|---------|--------------|--|
| Item No. | Records Series Title and Description | Office | Records Center | State Archives | Destroy | Vital Record | Remarks |
| 4 | <p>Business Development Finance Program:</p> <p>Includes proposals, correspondence, financial information, etc., from entities that desire AIDEA to look at owning and operating projects that are financially feasible.</p> | C | - | - | - | | <p>C=After project is closed out transfer file to facility maintenance (Item 3).</p> <p>Retain projects that are not developed until administrative need is met.</p> |