



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

RECORDS RETENTION SCHEDULE

Schedule Number: ~~88~~200

Agency ID #: 268

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DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

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

Statutory/Regulatory Authority: AS 42.45, AS 44.83, 19 AAC 94, 96 & 97. This records schedule supercedes #213000.

The mission of the AEA is to assist in the development of safe, reliable, independent, and efficient energy systems throughout the state that are financially viable and environmentally sound. The following programs are administered by the AEA: Power Cost Equalization, Power Project Loan Fund, Bulk Fuel Revolving Storage System Upgrades, Alternative Energy, Energy Conservation, Rural Utility Training.

NOTE: Per 4 AAC 59.005 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 1/22/02
Signature of Division Director 	Date 1/10/03	Records Analyst D. Dawson	Commissioner of Administration 	Date 2/12/03

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Grant Fund Files:</p> <p>This records series documents funding for bulk fuel, power projects, rural electrification, power cost equalization, and rural electrical capitalization.</p> <p>Includes loan applications, contracts, closing documents, notes, repayment records, supporting documentation and copies of checks.</p>	C+3	-		C+3		<p>C=Date of loan completion.</p> <p>Refer also to Grant Mangement Records in the General Administrative Records Retention Schedule.</p> <p>Per AS 09.10.053 Statute of Limitations for contract cases is 3 years for causes of action that accrued after August 7, 1997. Authority: Chapter 26 SLA 1997; Silvers v Silvers, 999P.2d 786, 790 n. 4 (Alaska 2000).</p>
2	<p>Contract Files:</p> <p>Series includes: original grant agreements, contracts, reimbursable service agreements, work orders, authority to negotiate, professional services, request for proposals, public notices, amendments, evaluation of proposals, appropriations, and any other supporting documentation.</p>	C+3	-	-	C+3		<p>C=Until contract is terminated. Per AS 09.10.053 Statute of Limitations for contract cases is 3 years for causes of action that accrued after August 7, 1997. Authority: Chapter 26 SLA 1997; Silvers v Silvers, 999P.2d 786, 790 n. 4 (Alaska 2000).</p> <p>Refer also to Contract Administration Records in the General Administrative Records Retention Schedule.</p>
3	<p>Power Project Construction Files:</p> <p>Records series documents major construction projects, most of which were completed under the Alaska Power Authority. Includes: correspondence, financial reports/plans, cost estimates, easements, contracts, as-builts, 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/final reports and project closeout documentation.</p>	C+7	-	*	C+7		<p>C=Until project is completed. *Transfer as-builts and final reports to the state archives.</p> <p>AEA maintains a microfiche copy of the Susitna project; master fiche of all projects that were microfilmed was transferred to the state archives. Many original documents of the Susitna project were transferred to the archives, which then loaned them to the University of Alaska, Fairbanks. Retain duplicate community/utility project files until administrative/management need is met.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Community Bulk Fuel 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>	15	-	15	-		Some data is input into the Bulk Fuel Database.
5	<p>Alternative Energy Project Files:</p> <p>The purpose of alternative energy projects (including coal, natural gas, hydroelectric, wind, biomass, waste heat, diesel efficiency and energy conservation) is to demonstrate and develop nondiesel power and heat generation resources and increase efficient generation and use. Documents include results of technology projects, site-specific feasibility assessments, and reference publications</p> <p>Arrangement generally is alphabetical by project.</p>	C+6	-	*	C+6		<p>C=After the project is closed out.</p> <p>*Contact the state archives regarding significant projects that may have historical value.</p> <p>Some data is input into the Energy Conservation Database.</p>
6	<p>Bulk Fuel Upgrade Project Files:</p> <p>Includes contracts, correspondence, environmental assessments, design documents, permits, procurement data, photos and reports.</p> <p>Arranged alphabetically by community.</p>	C+6	-	-	C+6		<p>C=After the project is closed out.</p> <p>*Contact the state archives regarding significant projects that may have historical value.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<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>