



Department of Education and Early Development
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 274 Schedule No: 08-274.1

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
 REGULATORY COMMISSION OF ALASKA (RCA)
 274 - TARIFF SECTION

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 under 3 AAC 48.040. All confidential documents are marked "Confidential" according to RCA policies and procedures. This schedule supersedes #84404.

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 T. W. Patch	Signature of Division Director *	Date 8/27/12
Attorney General/Designee Alan Birnbaum*	Date 10/8/12	Commissioner of Administration/Designee Scot Arehart*
State Archivist Dean Dawson*	Date 9/7/12	Records Analyst Gordon Brown*

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Tariff Advice (TA) Case Files This series documents the Commission's receipt, review and action on regulated utility tariffs, rule changes and special contracts. Contains the tariff advice letter, proposal, new or revised tariff sheets with documentation as described in 3 AAC 48.275, public notices and responses, staff recommendations, and the final decision letter.</p> <p>Arranged by TA number within each utility.</p>	H & D	C+50	Y	C = Until case is closed. Justification for 50 year retention: Administrative/Legal Need. Some information from this series is input into the Tariffs database.
<p>002 - Current Tariff Files This series consists of the current tariff sheets and includes: title page, index page, boundary maps, utility regulations, rate schedules and copies of applicable federal tariffs. It is a multi-page document which is frequently updated.</p> <p>Arranged alphabetically by company.</p>	H	T	Y	T = Until sheet is completely revised, or until the utility ceases to operate then transfer to item #004. Current Tariffs can be found on RCA's homepage under Data Page Search.
<p>003 - Master Tariff File This series consists of the current and noncurrent tariff sheets.</p> <p>Arranged alphabetically by company.</p>	H	T	Y	T = Until all sheets are completely revised, or until the utility ceases to operate then transfer to item #004.
<p>004 - Superseded Tariff Files This series consists of the combined current and master tariff files when a tariff is completely revised (all sheets) or when the regulated utility ceases to operate.</p> <p>Arranged alphabetically by company.</p>	H	C+50	Y	C = Until tariff is completely revised or regulated utility ceases to operate. Justification for 50 year retention: Administrative/Legal Need.
<p>005 - Special Contract File Under 3 AAC 48.390 this series documents contracts between the regulated utility and customers for unique services, special rates, terms under conflict with a tariff, or commodities. The contracts are treated as tariffs by regulation but are maintained in a separate file.</p> <p>Arranged alphabetically by utility.</p>	H & E	C+50	Y	C = Until contract expires. Justification for 50 year retention: Administrative/Legal Need.

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.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>006 - Tariff Action Commission Meeting Files This series documents the Commission meetings and consists of the following: meeting agenda, staff recommendations and the Commission action. No formal minutes are kept.</p> <p>Arranged chronologically.</p>	H & E	PA	Y	Tariff Action Commission Meeting Files can be found on RCA's homepage under Data Page Search.
<p>007 - Tariff Section Reports This series consists of routinely issued reports, such as electric rate studies.</p> <p>Arranged chronologically.</p>	H	50		Justification for 50 year retention: Administrative/Legal Need.

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.

<p align="center">Retention Key</p> <p>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)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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