



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: 87501

Agency ID #: 276

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF COMMERCE, COMMUNITY
& ECONOMIC DEVELOPMENT

REGULATORY COMMISSION OF ALASKA (RCA) APR 17 2007

ADMINISTRATION

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 #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Calendar** 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. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted all records series are nonconfidential per 3 AAC 48.040. All confidential documents are marked "Confidential" according to RCA policies and procedures. Refer to #84404 for Tariff Section records and #83605 for Records & Filings.

Statutory/Regulatory Authority: AS 42.05 (Public Utilities); AS 42.06 (Pipelines); AS 42.45 (Power Cost Equalization); 3 AAC 47 (Regulatory Cost Charge); 3 AAC 48 - 53 (RCA).

The RCA protects and promotes the public interest by certificating and economically regulating qualified public utilities and pipeline carriers. The Commission oversees the availability, affordability and quality of the utility services which are essential to Alaska's economic development. The Commission does this by making timely decisions that balance the competing interests of various parties fairly, while keeping red tape to a minimum.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed 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.

Divison Director	State Archivist	Date	Attorney General	Date
Kate Giard, Chair		5-3-07		4/9/07
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
		2-2-2007		5/11/07

RECORDS RETENTION SCHEDULE CONTINUATION

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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 administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Administration 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 accessed from the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>