



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

RECORDS RETENTION SCHEDULE

Schedule Number: 80503

Agency ID #: 287

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<p><b>DEPARTMENT OF COMMERCE &amp; ECONOMIC DEVELOPMENT</b>  <b>DIVISION OF BANKING, SECURITIES &amp; CORPORATIONS</b>  <b>CORPORATIONS SECTION</b></p>	<p><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year  <b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office  <b>C</b> - Current Year      <b>M</b> - After Microfilming  <b>P</b> - Permanent      <b>C</b> - Current/or as defined</p>
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The Agency will follow retention periods of records listed in the State of Alaska General Administrative Records Schedule #100; therefore those records have not been repeated on this schedule.

Unless otherwise noted all records are retained on **Calendar** year basis.

All records have potential permanent legal and historical value and 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.

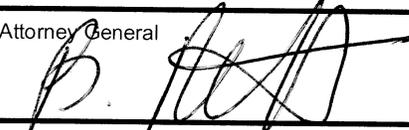
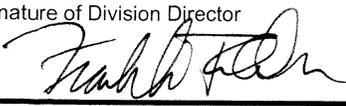
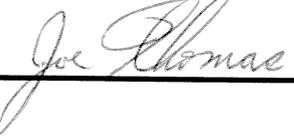
Statutory Authority: AS 10 (formation and recognition of corporate structures of businesses); AS 10.35, AS 45.50 (trademarks/tradenames); AS 32.11 (limited partnerships).

The Corporations Section files organizational paperwork for corporations, limited partnerships, limited liability companies, and limited liability partnerships in order to establish legal status. The Section also grants authority for out of state companies to do business in Alaska. The Section administers Alaska's Business Name and Trademark Law to ensure that those who wish to file their business names or trademarks are granted statutory remedies against infringement.

This records schedule supercedes #080502.

DIVISION OF FINANCE  
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**Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.**

Division Director Franklin T. Elder, Acting Dir	State Archivist 	Date 9/16/98	Attorney General 	Date 8/31/98	
Signature of Division Director 	Date 8/26/98	Records Analyst D. Dawson	Date 8/24/98	Commissioner of Administration 	Date 9/14/98

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<b>Corporation Case Files (Paper Originals):</b>	1	-	-	M		
	Corporation Case Files, Active (Master Microfiche):	C	-	P	-		C=As long as the file is active.
	Corporation Case Files (Workcopy Microfiche):	C	-	-	-		The microfiche are updated continuously to record corporation activity.  Annual accrual rate is less than one cubic foot.
	Includes the following documents: articles of incorporation, certificate of authority, amendments, withdrawals, dissolutions, mergers, consolidations, change of officers and directors, change of registered agents and/or office, reinstatements, 60-day letters, limited partnership filings and limited liability company filings. Arranged numerically by corporation number.						
2	<b>Corporation Files, Inactive (Workcopy Microfiche):</b>	P	-	-	-		
	Workcopy microfiche transferred from Item 01. Includes reference file cards for older corporations not on microfiche. Arranged alphabetically by corporation name.						
3	<b>Corporate Biennial Reports (Paper Originals):</b>	2	-	-	M		Annual accrual rate is less than one cubic foot.
	(Master Microfilm):	-	-	P	-		
	(Workcopy Microfilm):	P	-	-	-		
	Includes all active corporations and limited liability companies. Arranged by filing year and thereunder by corporation number.						

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Service of Process Records:</b></p> <p>Includes all summons, complaints, notices and demands served on Corporations' Section. Arranged alphabetically by defendant's corporate name.</p>	1	2	-	3		
5	<p><b>Reservation of Name Application Files:</b></p> <p>This series consists of forms recording name reserved for business or corporation for 120 days after application. Arranged chronologically by month and thereunder alphabetically by applicant.</p>	C+6 Mos.	-	-	C+6 Mos.	C=Until 120 days after application.	
6	<p><b>Reservation of Business Name Application Files:</b></p> <p>This series consists of forms registering only business names for five years. Arranged chronologically by year of filing and thereunder alphabetically by name of applicant.</p>	1	2	-	3		

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**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p><b>Reservation of Corporate Name Application Files:</b></p> <p>This series consists of forms registering only corporate names for one year. Arranged chronologically by year of filing and thereunder alphabetically by name of applicant.</p>	1.5	-	-	1.5		
8	<p><b>Trademark Registration Files:</b></p> <p>This series includes trademark certificate and application with sample of item trademarked. Arranged by registration number.</p>	C	-	P	-		<p>C=Until trademark not renewed.</p> <p>Annual accrual rate is less than one cubic foot.</p>
9	<p><b>Oracle Database (Electronic Information System):</b></p> <p>This information system contains data entered from hard copy documents including: corporate names, shareholders, status, service of process, trademarks, registered/reserved names, etc. Located on a Sun Spar data server.</p>	C	-	-	C		<p>C=Until information is obsolete, superceded or administrative/management 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
10	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes the following types of files: general correspondence, reading, policies/procedures, annual reports, legal, agency history, minutes/ meeting, budget, accounting/fiscal, grants, procurement, personnel, material safety data sheets, etc.</p> <p>Corporations staff will follow retention periods as listed in the General Administrative Records Retention Schedule.</p>						<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy records.</p> <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 &amp; Records homepage.</p>