



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: 82903

Agency ID #: 284

RECORDS RETENTION SCHEDULE

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| <p>DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT DIVISION OF BANKING, SECURITIES & CORPORATIONS DIRECTOR'S OFFICE</p> | <p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year CFY - Current Fiscal Year TO - Term of Office CY - Current Year M - After Microfilming P - Permanent C - Current/or as defined</p> |
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, unless those records have been listed on this schedule.

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

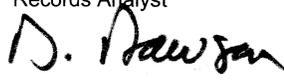
All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise indicated all records are nonconfidential.

Statutory Authority: AS 06 (Supervision of Banking and other Financial Institutions); AS 32.11 (Filing of Limited Partnerships); AS 44.81 (Examination of Commercial Fisheries Agricultural Bank); AS 10 (Corporations and Associations); AS 45.55 (Alaska Securities Act of 1959); AS 34.55 (Land Sales Act); 3 AAC 08 (Securities); AS 45.57 (Takeover Bid Disclosure Act).

The mission of the Division of Banking, Securities & Corporations is to efficiently serve the Alaska business and finance community and to provide all Alaskans adequate and effective protection against financial loss due to unscrupulous and abusive misuse of investors' and depositors' funds.

This records schedule supercedes #082902.

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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 Terry Elder | State Archivist  | Date 12/8/00 | Attorney General  | Date 11/30/00 | |
| Signature of Division Director  | Date 11-17-2000 | Records Analyst  | Date 11/15/00 | Commissioner of Administration  | Date 12/5/00 |

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 FILES:</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: reading, grant, accounting, personnel/payroll, minutes/meeting, etc.</p> <p>Director's Office 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> |