



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: 87602

Agency ID #: 614

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DEPARTMENT OF COMMUNITY &
 ECONOMIC DEVELOPMENT
 DIVISION OF BANKING, SECURITIES & CORPORATIONS
 COMMUNITY DEVELOPMENT QUOTA PROGRAM

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. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Certain records may be confidential according to the provisions of 6 AAC 93.070. Statutory/Regulatory Authority: 6 AAC 93.010 - 900 Western Alaska Community Development Quota Program; 50 CFR 679.30.

Pursuant to the Magnuson-Stevens Fishery Conservation & Management Act [Public Law 94-265, as amended through October 11, 1996], and subsequent North Pacific Fishery Management Council action, the Community Development Quota (CDQ) Program was developed in 1991 to enable residents of rural coastal communities in western Alaska to participate in the groundfish fishery off their shores in a way that will bring significant development to the Bering Sea region. This records schedule supercedes #87601.

The CDQ program is administered jointly by the Departments of Community & Economic Development and Fish & Game. This program allocates 10% of the pollock and Bering Sea Aleutian Islands groundfish quota, 7.5% of the king and tanner crab species quota, and various halibut quota allocations from management areas 4B to 4E, to eligible communities in that region.

NOTE: Per 4 AAC 59 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.

DIVISION OF FINANCE

NOV 09 2004

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 Mark Davis	State Archivist <i>Ken Nail</i>	Date 11-29-04	Attorney General <i>[Signature]</i>	Date 10/29/04
Signature of Division Director	Date	Records Analyst <i>D. Dawson</i>	Date 10/7/04	Commissioner of Administration <i>[Signature]</i>
				Date 11/26/04

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Community Development Plans (CDP's):</p> <p>This series consists of CDP's submitted to the State by CDQ organizations. The Departments of Community & Economic Development and Fish & Game review and evaluate CDP applications and make allocation recommendations to the United States Secretary of Commerce. CDP's are generally valid for three years. Throughout the CDP cycle, plans may be amended subject to state and federal approval.</p>	C+1	5	-	C+6	X	<p>C=After the plan is obsolete. CDPs are submitted for groundfish, halibut, and crab (50 CFR 679.30).</p> <p>One master plan and one work copy are maintained. Office of Record is the DC&ED. The NPFMC also retains a copy, along with the US Secretary of Commerce.</p>
2	<p>Findings:</p> <p>For each complete CDP application evaluated, staff will prepare a written finding to the Secretary of Commerce that the application either satisfies or does not satisfy federal requirements.</p>	C+1	5	-	C+6		<p>C=After the plan is obsolete.</p>
3	<p>REPORTS</p> <p>Annual Report to the Secretary:</p> <p>The State is required to submit a report to the Secretary of Commerce which in part recommends continuation of the CDQ Program. The annual reports contain various information including independent audits, CDQ group annual and quarterly reports, and other issues/events of historical significance.</p>	5	5	P			<p>Annual reports are also submitted by the group to the NPFMC and US Secretary of Commerce.</p> <p>Quarterly reports are administered on the CDQ webpage.</p> <p>Annual accrual rate is approximately .5 cubic foot.</p>

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Retention

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, policies/procedures, reports; and, the following types of files: personnel, & payroll, reading, minutes/meeting, etc.</p> <p>Community Development Quota Program 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 on the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>