



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 83004

Agency ID #: 289

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DEPARTMENT OF COMMERCE, COMMUNITY
 & ECONOMIC DEVELOPMENT
 OFFICE OF THE COMMISSIONER

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

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 **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.

Unless otherwise indicated all records series are nonconfidential. This schedule supercedes #83003.

Statutory Authority: AS 44.33.010 - .020.

The Department of Commerce, Community & Economic Development works with the private sector and Alaska's communities in creating new jobs for Alaskans, strengthening its competitiveness in the world marketplace, and maintaining a fair and consistent business regulatory environment in the State.

NOTE: 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 below are approved for retention and disposition as indicated.

Division Director	State Archivist		Date	Attorney General	Date
Emil Notti, Commissioner			11/15/07		10/8/07
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
	9/5/07	Christopher L. Hills	8-28-07		11/6/07

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>COMMISSIONER RECORDS [Unless otherwise listed on this schedule]:</p> <p>The Commissioner General Records Retention Schedule includes the following types of files: reading, program administration, special projects, legislative, regulation, policies, procedures, legal opinions, reports, minutes/meeting, public information and hearing officer.</p> <p>The General Administrative Records Retention Schedule includes other administrative records related to: Budget Preparation; General Accounting; Grant Mgt; Procurement, Leasing & Property; General Admin; Personnel Admin; and, IT.</p>	-	-	See GS	See GS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The Commissioner General Records Retention Schedule and General Administrative Records Retention Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the General Administrative Records Retention Schedule or the Commissioner General Records Retention Schedule. GS: General Schedule</p>