



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: 84702

Agency ID #: 525

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<p>DEPARTMENT OF COMMERCE & ECONOMIC DEVELOPMENT OFFICE OF THE COMMISSIONER HEARING OFFICER</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 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 **Fiscal** 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.

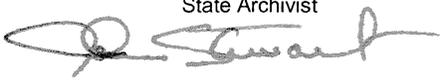
Documents, information, accounts, records, examinations or reports may be confidential per AS 21.06.150 (g).

Statutory/Regulatory Authority: AS 44.33.020.

The Department of Commerce & Economic Development (DCED) hearing officer is charged with providing a "fair hearing" under provisions of the Administrative Procedures Act (AS 44.62) in those matters referred to him by DCED agencies and the Commissioner's Office.

This records schedule supercedes #084701.

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

Divison Director Deborah B. Sedwick	State Archivist 	Date 9/7/99	Attorney General 	Date 8/27/99	
Signature of Division Director 	Date 8/18/99	Records Analyst 	Date 4/26/99	Commissioner of Administration 	Date 9/1/99

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Complaint & Investigation Case Files, Not Adjudicated:</p> <p>Files include all documentation of the complaint and subsequent investigation. Arranged by case name. Includes no violation and no jurisdiction cases.</p>	C+6 Mos.	4.5	-	C+5		C=Until case file is closed.
2	<p>Complaint & Investigation Case Files, Adjudicated:</p> <p>This series documents the complaint and includes all investigative materials (complaints, inquiries, interviews, investigative notes, memoranda of agreement, etc.) for those cases which go to hearing or litigation. Also includes the following documents: an Accusation or Statement of Issues by the Division; a request for a hearing by a Respondent; a memo/letter from the Division referring the matter to the Hearing Unit; the hearing decision or stipulated settlement; the Notice to the Respondent of the results of the hearing, and; copy of the decision. Arranged by case name.</p>	C+6 Mos.	9.5	-	C+10		<p>C=Until case file closed.</p> <p>This series is maintained by the Investigative Unit.</p> <p>Annual accrual rate is approximately 7.5 cubic feet.</p>
3	<p>Investigation Control Cards:</p> <p>Alphabetical index to case files.</p>	C	-	-	C		C = Until case file destroyed. See item 1.

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Litigation & Hearing Case Files:</p> <p>This series consists of all documentation regarding the public hearing and/or court action, including pleadings, briefs hearing tapes and exhibits. Also includes the following documents: an Accusation or Statement of Issues by the Division; a request for a hearing by a Respondent; a memo/letter from the Division referring the matter to the Hearing Unit; the hearing decision or stipulated settlement; the Notice to the Respondent of the results of the hearing; and copy of the decision. Arranged by case file number.</p>	C+6 Mos.	9.5	-	C+10		<p>C=Until case file is closed. Non-confidential.</p> <p>Annual accrual rate is approximately 7.5 cubic feet.</p> <p>Hearing audio tapes may be recycled.</p>
5	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence; policies and procedures; annual reports; legal opinions; and the following types of files: reading; minutes/meeting; budget; accounting/fiscal; grant; procurement; personnel; agency history; etc.</p> <p>Commissioner's Office, Hearing Officer 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 documents.</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 & Records homepage.</p>