



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 87801

Agency ID #: 637

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF COMMERCE, COMMUNITY
 & ECONOMIC DEVELOPMENT
 DIVISION OF COMMUNITY ADVOCACY
 LOCAL BOUNDARY COMMISSION

KEY

- A - After Audit Numerals - Years in addition to current year
- CFY - Current Fiscal Year
- CY - Current Year TO - Term of Office
- P - Permanent S/M - After Scanning/ 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 #100.2, 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 noted all records are nonconfidential. This records schedule supercedes #87800.

Statutory Authority: AS 29.04-.06 ; AS 44.33.810-.828; 3 AAC 110.010-.990.

The Local Boundary Commission (LBC) reviews proposals for: incorporation, dissolution, merger and consolidation of cities, boroughs and unified municipalities; annexation to cities, boroughs and unified municipalities; detachment from cities, boroughs and unified municipalities; and, reclassification of cities. The LBC maintains records concerning the corporate existence and jurisdiction of Alaska's 161 cities, boroughs and unified municipalities.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed 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.

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 Mike Black <i>Jana Jollie</i>	State Archivist <i>Christoph Hies</i>	Date 11/15/07	Attorney General <i>Craig J. Telley</i>	Date 10/8/07
Signature of Division Director/Designee	Date 9/28/07	Records Analyst <i>Christoph Hies</i>	Date 6-22-07	Commissioner of Administration <i>Keith Jensen</i>
				Date 11/6/07

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	GENERAL ADMINISTRATIVE RECORDS: Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology. Local Boundary Commission staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).	-	-	See GRS	See GRS		All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met. The General 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 GRS.
2	Geographic Files: Consists of routine inquiries regarding the formation of a city government, municipal government, etc. Arranged alphabetically by community.	5	-	-	5		
3	Community Certificate File (Historical Record): Records series consists of original incorporation and boundary certificates, copies of minutes, LBC and REAA decisional statements, federal Voting Rights Act approvals and correspondence. Arranged alphabetically by community.	C	-	P	-		C=Until obsolete, superceded or administrative/management need is met. REAA: Rural Education Attendance Area Annual accrual rate is less than one cubic foot.

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Local Boundary Commission Action Files:</p> <p>Includes incorporations, annexations, reapportionment, additional powers, reclassifications, detachments, dissolutions, public comments/notices, reports, decisions and minutes of LBC hearings/meetings.</p> <p>Arranged alphabetically by community.</p>	2	8	P	-	X	<p>All nonrecord material will be purged prior to shipment to Records Center.</p> <p>Prior to transfer to the state archives LBC staff will review box contents for any materials it wishes to retain.</p> <p>Annual accrual rate is approximately five cubic feet.</p>
5	<p>LBC Minutes, Tapes & Transcripts:</p> <p>Written minutes retained since 9/80; prior to 9/80 there are only tapes.</p>	C	-	P	-	X	<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>Refer also to the General Schedule, Item 65, Minutes & Meeting Files--Major Policy Making.</p>
6	<p>LBC Legislative & Legal Files:</p> <p>Legislative files contains the LBC annual report to the Legislature. Legal Files includes attorney general opinions, superior and supreme court decisions, or decisions from other states that may pertain to municipal boundaries in Alaska.</p> <p>Legislative files are arranged chronologically by legislative session; legal files alphabetically by topic.</p>	C	-	P	-		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>Recommend review every five years.</p> <p>Refer also to the General Schedule, Item 63, Legal Opinions; and, Item 64, Legislative/Regulation Bill Files.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	"LBC Files" (Electronic): This Access database consists of a cross-reference to the case files (Item 4) and lists box, cabinet and drawer locations. Tables include "Files," "Minutes," "LBLIB," and "Statements of Decisions."	C	-	-	C		C= Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records).