



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

Schedule Number: 87901

Agency ID #: 459

RECORDS RETENTION SCHEDULE

Page 1 of 2

DEPARTMENT OF COMMERCE, COMMUNITY
 & ECONOMIC DEVELOPMENT
 DIVISION OF COMMUNITY ADVOCACY
 DIRECTOR'S OFFICE

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 noted all records are nonconfidential. This records schedule supercedes #87900.

Statutory Authority: AS 29.04-.06; AS 36.30.332-.338; AS 37.05-.06; AS 39.05.066; AS 44.33; 3 AAC 110.010-.900; 5 AAC 39.198; 19 AAC 90.010-.990.

The Division of Community Advocacy helps local and regional governments become more self sufficient in providing effective government services to community residents, and promotes community economic development efforts.

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.

| | | | | |
|--|-------------------------------------|---|---|---|
| Divison Director Mike Black <i>Jana Jollie</i> | State Archivist <i>ECAD Karp</i> | Date 11/15/07 | Attorney General <i>Craig J. Tully</i> | Date 10/8/07 |
| Signature of Division Director/Designee | Date 9/28/07 | Records Analyst <i>Christy L. Hill</i> | Date 6-22-07 | Commissioner of Administration <i>Ken Jensen</i> |
| | | | | Date 11/6/07 |

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 87901

Page 2

Agency ID 459

| | | Retention | | Disposition | | | |
|----------|--|-----------|----------------|----------------|---------|--------------|---|
| Item No. | Records Series Title and Description | Office | Records Center | State Archives | Destroy | Vital Record | Remarks |
| 1 | <p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</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 accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p> |