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: 88000
Agency ID #: 461

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
MUNICIPAL & REGIONAL ASSISTANCE DIVISION

REGIONAL OFFICES

KEY

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

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, unless those records have been listed 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.

DIVISION OF FINANCE
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Unless otherwise noted all records are nonconfidential.

Regional Offices: Anchorage, Juneau (Southeast), Bethel (Southwest), Nome (Northwest), Fairbanks (Interior), Dillingham and Kotzebue.

The Municipal & Regional Assistance Division helps local and regional governments become more self sufficient in providing effective government services to community residents, and promotes community economic development efforts.

This records schedule supercedes #210203.

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

Divison Director		State Archivist	Date	Attorney General	Date
Pat Poland			4/04/01		4/2/01
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	3/12/01	D. Dawson	3/2/01		3/16/01

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 88000

Agency ID 461

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
1	**GENERAL ADMINISTRATIVE RECORDS:** Includes audio tapes, general correspondence, policies/procedures, reports; and, the following types of files: reading, minutes/meeting, personnel, etc. Regional Office 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 downloaded from the Archives & Records homepage.
2	**Geographic Files:** Fileset consists of correspondence and general reference material related to municipalities which is used to document actions and technical assistance provided to communities. Arranged alphabetically by municipality.	C	-	P	-		C=Until obsolete, superceded or administrative/management need is met.
3	**Alaska Coastal Management Program (ACMP) Files:** The ACMP distributes federal grant funds thru local districts to municipalities and coastal resource service areas and provides research, training and technical assistance for the purpose of developing and implementing coastal management programs. Fileset includes correspondence, grant agreements, plans, work products and quarterly reports. Arranged alphabetically by city.	C+3	5	-	C+8		C=Until grant is closed out. Publications are transmitted to the state library for distribution. Master copy of the contract is administered in the Anchorage Office. Refer also to the General Schedule, Items 40 - 44, Grant Management Records.

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
4	**Magnuson-Stevens Disaster Grants:** The purpose of these grants is to employ people that have become disadvantaged due to lack of income from fishing disasters. Series includes the following: applications, original grant agreements, amendments, resolutions, deeds, site control, daily contact notes, monthly reports, warrant requests, correspondence and status reports. Arranged alphabetically by name and then by region code.	C+3	-	-	C+3		C=Until grant is closed out. Currently there are approximately 60 grants; the program will terminate in 3/2001. Certain data is input into an Excel spreadsheet. Copies of certain documents are sent to the appropriate Local Government Specialist. Refer also to the General Schedule, Items 40 - 44, Grant Management Records. Administrative Authority: 15 CRF Part 24. Cost Principal: OMB Circular A-87. Audit Authority: OMB Circular A-133.
5	**Rural Utility Business Advisor (RUBA) Files:** With the assistance of DCED and the EPA six RUBA's provide management assistance and advice to approximately 30 small rural communities that are preparing to receive new or upgraded sanitation systems. This fileset includes the following types of documents: correspondence between programs and communities, operation and maintenance plans, trip reports, assessments, agreements, IRS tax documents, rate assessment studies, monthly financial reports and ordinances.	C+6	-	-	C+6		C= After the community water/sewer system is built and successfully operating. Record Copy may be retained in the Central or Regional Office. Certain data is entered into the RUBA information system in various file formats, consisting of approximately 13,000 files (1.6 GB). Refer also to the General Schedule, Items 40 - 44, Grant Management Records.
6	**BLOCK GRANTS [Community Development, Community Service, Emergency Shelter, Community Foods & Nutrition]** Filesets document State administration of block grants and may include: applications, original grant agreements, amendments, resolutions, monthly reports, warrant requests, correspondence and status reports. Arranged alphabetically by grantee within funding year (federal fiscal). Record copy is located in Juneau Regional Office. Copies are maintained in Fairbanks.	C+3	-	-	C+3		C=Until grant closed out, federal audit is completed, audit/review by the Inspector General is completed; or, until all unresolved issues have been settled. CDBG: Community Development Block Grants CSBG: Community Service Block Grants ESG: Emergency Shelter Grants CFN: Community Foods & Nutrition Refer also to the General Schedule, Items 40 - 44, Grant Management Records.

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
7	**Rural Development Initiative Fund (RDIF) Loans:** The RDIF is a loan program whose goal is to create employment opportunities in rural Alaska. These files consist of loan application, official agreement between the State and the loan recipient, records of loan payments along with supporting documentation, correspondence and business plan. Arranged alphabetically by recipient.	C+6	-	-	C+6		C=Until loan is paid off. Currently there are eight loans.
8	**Program Subject & Special Project Files:** Fileset includes correspondence, workpapers, and information related to MRAD Regional Offices programs, projects, or functions. Topics include Elections, Local Option, Open Meetings, Annexation, Incorporation, Planning & Zoning, RUBA, etc. Arranged alphabetically by topic.	C	-	P	-		C=Until obsolete, superceded or administrative/management need is met. Annual accrual rate is approximately one cubic foot. Records transferred to the state archives may be sampled, unless transferring authority recommends otherwise.