



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: 88101

Agency ID #: 635

Page 1 of 7

**DEPARTMENT OF COMMUNITY &
 ECONOMIC DEVELOPMENT**
DIVISION OF COMMUNITY ADVOCACY
CENTRAL 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, and Amendments 1 thru 4, 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 includes records from the Juneau and Anchorage Central Offices and supercedes schedule #88100.

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

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full 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 Gene Kane	State Archivist <i>[Signature]</i>	Date 3-8-04	Attorney General <i>[Signature]</i>	Date 2/14/04
Signature of Division Director <i>[Signature]</i>	Date	Records Analyst D. Dawson	Commissioner of Administration <i>[Signature]</i>	Date 3/4/04

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 88101

Page 2

Agency ID 635

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: reading, minutes/meeting, personnel, etc.</p> <p>Central Office staff in Anchorage and Juneau 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 Archives & Records homepage.</p>
2	<p>State Revenue Sharing (SRS) Files:</p> <p>SRS rewards municipalities for local fiscal effort by allocating money on a formula basis incorporating locally generated revenues and property values along with municipal population. It provides money for public/ice roads, hospitals, health clinics, unincorporated communities and volunteer fire departments.</p> <p>Records series consists of correspondence, applications, year-end audits and budgets.</p> <p>Arranged alphabetically by municipality.</p>	5	5	-	10		<p>Annual accrual rate is approximately 10 cubic feet.</p> <p>JUSTIFICATION FOR TEN YEAR RETENTION: Administrative need. Payments are encumbered for two years.</p>
3	<p>Shared Fisheries Business Tax (SFBT) Program:</p> <p>This program provides for an annual sharing of fish tax collected outside municipal boundaries to municipalities that can demonstrate they suffered significant effects from fisheries business activities.</p> <p>Consists of correspondence, applications and payment information.</p> <p>Arranged by fishery management area and then alphabetically by community.</p>	2	6	-	8		<p>Annual accrual rate is approximately four cubic feet.</p> <p>JUSTIFICATION FOR EIGHT YEAR RETENTION: Administrative need. Payments are encumbered for two years.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 88101

Page 3

Agency ID 635

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4	<p>National Forest Receipts:</p> <p>Distribution of monies to 29 municipalities and four Rural Education Attendance Areas located within the Tongass and Chugach National Forests.</p> <p>Consists of correspondence, applications and payment information.</p> <p>Arranged alphabetcially by municipality.</p>	8	-	-	8		<p>Annual accrual rate is approximately two cubic feet.</p> <p>JUSTIFICATION FOR EIGHT YEAR RETENTION: Administrative need. Payments are encumbered for two years.</p>
5	<p>Payment in Lieu of Taxes (PILT) Program Files:</p> <p>This program provides payment to local government units containing certain federally owned lands.</p> <p>Consists of correspondence, resolutions and payment information.</p> <p>Arranged alphabetcially by municipality.</p>	8	-	-	8		<p>Annual accrual rate is less than one cubic foot.</p> <p>JUSTIFICATION FOR EIGHT YEAR RETENTION: Administrative need. Payments are encumbered for two years.</p>
6	<p>Rural Utility Business Advisor (RUBA) Files:</p> <p>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.</p> <p>This records series 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.</p>	C+6	-	-	C+6		<p>C=After the community water/sewer system is built and successfully operating.</p> <p>Record Copy may be retained in the Central or Regional Office.</p> <p>Certain data is entered into the RUBA information system in various file formats.</p> <p>Refer also to the General Schedule, Items 40 - 44, Grant Management Records.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 88101

Page 4

Agency ID 635

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		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Mapping Program Records:</p> <p>Maps, land status plats, mylars, community profiles, photographs, CD's and other digitized images document State land ownership and include the following attributes: roads, structures, utilities, property boundaries, and topographic features. Maps are produced with AutoCad software; mylars (11X17 & 24X36) are taken from photo negatives and enlarged. CD's are received from contractors.</p> <p>Hardcopies are arranged alphabetically by municipality.</p>	C	-	P	-	X	<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>CD: Compact Disk. If CD's become obsolete, data will be migrated to new media.</p> <p>Maps in various sizes submitted as part of revenue sharing applications (Juneau Central Office) are currently housed in the Mapping & Drafting room at the Department of Transportation. Maps date back to the 1970's. Total hardcopy accumulation is approximately 20 cubic feet, but the trend is to digitize.</p>
8	<p>Municipal Lands Trust Case Files:</p> <p>Per the Alaska Native Claims Settlement Act, this records series documents the acquisition, use, disposal and conveyance of State lands.</p> <p>Consists of settlement agreements, public notices, affidavits, village postings, maps (submitted to BLM).</p> <p>Arranged alphabetically by village.</p>	C+50	-	-	C+50	X	<p>C=Until case is closed.</p> <p>Total accumulation is approximately 100 cubic feet.</p>
9	<p>Municipal Lands Trust Program (MLTP) Original Documents:</p> <p>Mostly recorded documents including: leases, deeds, right-of-ways, easements and other acquisition/disposal documents.</p> <p>Arranged alphabetically by village.</p>	50	-	P	-		<p>Total accumulation is approximately four cubic feet.</p> <p>Unless identified by the Division as significant, historical documents, files transferred to the state archives may be sampled.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 88101

Page 5

Agency ID 635

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10	<p>Records Reference File:</p> <p>Consists of deeds of acquisition, leases, amendments, as-builts, US surveys and other land title documents.</p> <p>Arranged alphabetically by village.</p>	C	-	-	C		C=Until obsolete, superceded or administrative/management need is met. File contents are purged on an irregular basis.
11	<p>Alaska Regional Development Organizations (ARDOR's):</p> <p>This program provides matching grants to 12 ARDOR's to support regional economic development strategies and business development assistance to communities and individuals in urban and rural areas.</p> <p>Fileset consists of correspondence, applications, agreements, progress reports, warrant requests, fiscal and project information.</p> <p>Arranged alphabetically by grantee.</p>	A/ C+3	2	P	-		<p>C=Until grant is closed out. Retain until federal audit is complete; or, three years after grant is closed out, whichever is later.</p> <p>ARDOR's are also administered in Bethel and Nome. After grant is closed out, record copy is forwarded to Anchorage.</p> <p>Unless identified by the Division as significant, historical grants, files transferred to the state archives may be sampled.</p>
12	<p>Alaska Coastal Management Program (ACMP) Files:</p> <p>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.</p> <p>Records series includes correspondence, grant agreements, plans, work products and quarterly reports.</p> <p>Arranged alphabetically by city.</p>	C+3	5	-	C+8		<p>C=Until grant is closed out.</p> <p>Publications are transmitted to the state library for distribution.</p> <p>Master copy of the contract is administered in the Anchorage Office.</p> <p>Refer also to the General Schedule, Items 40 - 44, Grant Management Records.</p>

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER 88101	Page 6
	Agency ID 635	

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13	<p>National Flood Insurance Program (NFIP) Files:</p> <p>Consists of correspondence with NFIP and the communities, trip reports, ordinances, ordinance evaluation forms, floodplain development permits, community rating system, flood hazard permits, maps, administrative orders, etc.</p> <p>Arranged alphabetically by community.</p>	A/ C+3	-	-	A/ C+3		C=Until grant is closed out. Retain until federal audit is complete; or, three years after grant is closed out, whichever is later.
14	<p>NFIP Geographic Files:</p> <p>Consists of correspondence, maps, floodplain impact certificates, administrative orders, ordinances, photographs, reports, etc.</p> <p>Arranged alphabetically by community.</p>	10	-	P	-		Unless identified by the Division as significant, historical documents, files transferred to the state archives may be sampled.
15	<p>Community Files:</p> <p>Consists of detailed community information and made available on the Alaska Community Database.</p> <p>Arranged alphabetically by community.</p>	C	-	-	C		<p>C=Until obsolete, superceded or administrative need is met.</p> <p>The Alaska Community Database consists of community information summaries, detailed community information; and, provides custom data queries and local contact information. The Rural Alaska Project Identification & Delivery System (RAPIDS) is incorporated within this database and identifies ongoing and planned capital projects for each Alaskan community undertaken by all State and federal agencies.</p>

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER 88101	Page 7
	Agency ID 635	

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16	<p>GRANT FILES, ALL OTHER (State Received):</p> <p>(Workfiles for State Issued Grants):</p> <p>May include the following types of grants: mini, subsistence, legislative, unincorporated capital project matching, National Petroleum Reserve Alaska.</p> <p>Consists of grant applications, agreements, amendments, questionnaires, monthly reports, fiscal information and correspondence. Arranged alphabetically by name and/or by file number.</p>	A/ C+3 C+3	- -	- -	A/ C+3 C+3		<p>C=Until grant is closed out. Retain state received grants until federal audit is complete; or, three years after grant is closed out, whichever is later.</p> <p>C=Until grant is closed out.</p> <p>Some information regarding the grants is input into an Access database "Grants."</p> <p>Refer also to the General Administrative Records Retention Schedule, Items 43-1 & 44, for Grant Management Records.</p>
17	<p>Special Projects:</p> <p>Records series includes correspondence, workpapers, and information related to State Revenue Sharing, and other projects/functions of the Central Offices. Topics include Volunteer Fire Departments, Roads, Health Facilities, Population Surveys, IRS Levies, Attachments, Regulations, Research & Planning projects, etc.</p> <p>Arranged alphabetically by topic.</p>	C+3	-	**	C+3		<p>C=Until project is concluded or administrative/management need is met.</p> <p>**Submit file titles for archival review prior to disposition.</p> <p>Refer to the General Administrative Records Retention Schedule, Item 62 (General Correspondence) for documents relating to the administration and operation of the agency.</p>
18	<p>Computer System Documentation File:</p> <p>Documentation file may include: program/system documentation, application software licenses/agreements, data systems/file specifications, codebooks, file layouts, user guides, usage/inventory reports, output specifications, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of Division's Internet site.</p>	C	-	-	C	X	<p>C=Until documentation is obsolete, superceded or administrative/management need is met.</p>