



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 293      Schedule No: 08-293.1**

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
 DIVISION OF INSURANCE  
 293 - LICENSING

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. Certain records entered into database may be confidential under AS 21.06.060. This schedule supersedes #81405.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director	Date
	*	2/9/12
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	1/23/12	*
		Date
State Archivist	Date	Records Analyst
*	2/16/12	*
		Date
		2/15/12

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001.1 - Licensee and Registrant Files - All Classes (Originals)</b> This series includes applications/renewals for license or registration, exam answer sheets/scores, or certifications, powers of attorney, address changes, correspondence, bonds, appointment and termination notices, contracts, business plans, organizational documents, and financial statements.	H	S	Y	60 days after the hard copy is scanned into the electronic storage system and documents have passed a division integrity check, the hard copy is destroyed.
<b>001.2 - Licensee and Registrant Files - All Classes (Electronic)</b> This series includes applications/renewals for license or registration, exam answer sheets/scores, or certifications, powers of attorney, address changes, correspondence, bonds, appointment and termination notices, contracts, business plans, organizational documents, and financial statements.	S, D & E	C+5	Y	C = Until the license expires without renewal or Exempt Licensure/registration entity files are maintained until all business needs are concluded.  An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet the disposition dates prior to deletion.
<b>002.1 - Licensee Files - Revoked or Suspended (Originals)</b> Licensees which have been revoked or suspended. See item #001.	H	S		60 days after the hard copy is scanned into the electronic storage system and documents have passed a division integrity check, the hard copy is destroyed.
<b>002.2 - Licensee Files - Revoked or Suspended (Electronic)</b> Licensees which have been revoked or suspended. See item #001.	S, D & E	C+10		C = Date of revocation/suspension.  An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet the disposition dates prior to deletion.
<b>003.1 - Licensee Examination Score Reports (Originals)</b> Submitted by examination administrator. Vendor is contracted by the division to provide examination results for qualification purposes.	H	S	Y	60 days after the hard copy is scanned into the electronic storage system and documents have passed a division integrity check, the hard copy is destroyed.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center"><b>Retention Key</b></p> A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	<p align="center"><b>Format Key</b></p> H = Hardcopy E = Electronic D = Database M = Microform	<p align="center"><b>Bus. Ess = Business Essential</b></p> 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>003.2 - Licensee Examination Score Reports (Electronic)</b>                      Submitted by examination administrator. Vendor is contracted by the Division to provide examination results for qualification purposes.</p>	S, D & E	C+1	Y	C = Date of examination administration.  An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet the disposition dates prior to deletion.
<p><b>004.1 - Notification of Lapsed License and Registration Certificate of Mailing Ledgers (Originals)</b>                      This record series includes Certified books from the US Postal System that contains Certificate of Mailing listings, verified by the US Postal Service, as well as paper listings of persons that have lapsed. Also includes Licensee/Registrant files in all classes.</p>	H	S		60 days after the hard copy is scanned into the electronic storage system and documents have passed a division integrity check, the hard copy is destroyed.
<p><b>004.2 - Notification of Lapsed License and Registration Certificate of Mailing Ledgers (Electronic)</b>                      This record series includes Certified books from the US Postal System that contains Certificate of Mailing listings, verified by the US Postal Service, as well as paper listings of persons that have lapsed. Also includes Licensee/Registrant files in all classes.</p>	S, D & E	C+2		C = Date of notice. (License reinstatements are only valid for two years.)  An electronic record disposition report is generated from the electronic storage system for staff confirmation that all records meet the disposition dates prior to deletion.
<p><b>005 - Criminal History Reports and Fingerprint Cards</b>                      This series includes criminal history records and original fingerprint cards provided by the licensee.</p>	H	C+5		C = Until the license expires without renewal or Exempt Licensure/registration entity files are maintained until all business needs are concluded.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p><b>Retention Key</b></p> <p>A = Until Audit                      C = Cut-off event/date                      CY = Current Year                      CFY = Current Fiscal Year                      PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)                      S = Until Scanned                      T = Transfer                      TO = Term of Office</p>	<p><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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