



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 81003

Agency ID #: 301

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF COMMERCE, COMMUNITY
 & ECONOMIC DEVELOPMENT
 DIVISION OF CORPORATIONS, BUSINESS &
 PROFESSIONAL LICENSING
 DIRECTOR'S OFFICE

DIVISION OF FINANCE
 APR 12 2007

KEY

- A** - After Audit
- CFY** - Current Fiscal Year
- CY** - Current Year
- P** - Permanent
- Numerals** - Years in Addition to current year
- TO** - Term of Office
- M** - After 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 series are nonconfidential. This records schedule supercedes #81002.

Statutory/Regulatory Authority: AS 08 (Centralized Licensing); AS 43.70 (Business Licensing; AS 44.33.020 (DCED); AS 44.62 (Administrative Procedures Act); AS 05.05-10 (Athletic Commission); AS 46.03.375 (Storage Tank Workers); 12 AAC 02-75 (Administrative Regulations); 12 AAC 12 (Business Licensing); 42 CFR 431, 433, 483 (Nurse Aide Registry); 42 CFR 442, 45 (Nursing Home Administrators); 12 USC 3338 (Real Estate Appraisers).

The Division of Occupational Licensing issues all business licenses and serves as the primary occupational licensing agency for the state. The Division regulates entry into professions and enforces performance standards to ensure Alaska consumers receive safe, competent services.

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	State Archivist		Date	Attorney General	Date
Richard Urion			4-18-07		4/6/07
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	3/16/07		3-8-07		4/13/07

RECORDS RETENTION SCHEDULE CONTINUATION

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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. Includes general correspondence (yellow labels), Board meeting minutes (blue label), and public notices (orange labels).</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>"Board Member Listing" and "Forms Control" administered in an Oracle database.</p> <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>