



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
 P.O. Box 110525, 141 Willoughby Avenue  
 Juneau, AK 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 288      Schedule No: 08-288.1**

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
 288 - OFFICE OF ECONOMIC DEVELOPMENT

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.

All records series are nonconfidential unless otherwise noted. This schedule supersedes #84305.

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
	*		1/26/10
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	6/14/10	*	6/24/10
State Archivist	Date	Records Analyst	Date
*	6/29/10	*	1/26/10

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Alaska Product Preference (APP) Database</b>                      The APP provides a percentage preference of up to seven percent on state bids for products certified by the department to receive a preference. The APP captures data relating to approximately 130 Alaskan companies and 400 Alaskan made products. It includes company name, address, contact person, telephone and fax numbers as well as product classification and expiration dates.</p>		PO	Y	Once data becomes obsolete it is no longer accessible via the internet but remains in the database.
<p><b>002 - Contacts Database</b>                      Contacts contains names, addresses and other pertinent data relating to businesses wishing to relocate to Alaska. A weekly report is generated listing new contacts.</p>		PO	Y	
<p><b>003 - Color Slides &amp; Digital Images</b>                      This series consists of original and negative 35mm color and black and white slides as well as digital images. The originals are maintained in three-ring binders and arranged numerically; the copy negatives are accessible via a View Finder.                       Arranged alphabetically by subject.</p>		PA		Annual accrual rate is less than one cubic foot.
<p><b>004 - Travel Show Working Files</b>                      This series consists of literature, correspondence, application forms, payment and space information, etc. regarding the division's participation in national and international travel and trade shows.                       Arranged chronologically.</p>		5		
<p><b>005 - Photo Correspondence Files</b>                      A cover letter is sent with each slide order indicating certain restrictions, any copyright instructions, payment/invoice information.                       Arranged alphabetically by name.</p>		2		Files are maintained for two years to facilitate follow-up requests by repeat clients.
<p><b>006 - Travel Association Correspondence Files</b>                      Alaska Visitor's Association, Alaska Tourism Marketing Council, Convention and Visitor's Bureau correspondence.                       Arranged chronologically.</p>		6		

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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>007 - Alaska Film Office Production Tax Credit Files (Original, Electronic, Audiovisual)</b>                      This series consists of Alaska Film Production Tax Credit Pre-Qualification Form, approval for Pre-Qualification Memo to applicant from the Alaska Film Office, Alaska Film Production Tax Credit Application Form and memos from the Alaska Film Office to the Department of Revenue authorizing a tax credit to approved applicant (revenue retains issued credit records). The applicant must include a synopsis, distribution plan, identification of the production, detailed budget &amp; cost report that satisfy the requirements of AS 43.33.235(d).</p>		C+5		<p>C = File Closure</p> <p>Arranged alphabetically by production company then by film project title.</p> <p>Certain information is confidential under AS 40.25.120.</p> <p>Statutory Authority: 3 AAC 188.010</p>
<p><b>008 - Reel-Scout Database</b>                      This records series consists of Reel-Scout a web-based digital location library that is fully integrated with project and client management. The application stores each location's description and profile as well as associated contact information. Reel-Scout combines a comprehensive contact management system, containing project and client data, with the digital photo library to create online, customized, URL "packages". These packages are accessed via the web by location scouts and production studio representatives.</p>		PO		<p>Refer to 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>Information contained in the system includes; location data, photos, crew and service provider listings, project information for productions shooting in Alaska, and contact information for locations &amp; producers.</p> <p>Certain information is confidential under AS 40.25.120.</p>

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