



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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JUN 21 2010

STATE OF ALASKA

Schedule Number: 84305

Agency ID #: 288

RECORDS RETENTION SCHEDULE

Page 1 of 4

DEPARTMENT OF COMMERCE, COMMUNITY  
 & ECONOMIC DEVELOPMENT  
 OFFICE OF ECONOMIC DEVELOPMENT

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, 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.

All records series are nonconfidential unless otherwise noted. This records schedule supercedes #84304 (Development Section) & #82603 (Alaska Office of Tourism Development)

Statutory Authority: AS 44.33.020 (Department of Commerce, Community & Economic Development); AS 44.33.740 (Rural Development); AS 44.33.431 (Alaska Minerals Commission); AS 44.33.231 (Film Office); AS 44.33.895 (ARDOR Program); AS 44.33.020(36) (Tourism Development).

The Office of Economic Development (OED) facilitates economic development and employment opportunities, particularly in rural Alaska. The OED offers specialized assistance in the tourism, film, fisheries, forestry, and minerals development sectors.

This records schedule includes the following units: Tourism, Alaska Film Office, Commercial Fisheries, Minerals Development, Forest Products, Alaska Product Preference, Made in Alaska and the Alaska Regional Economic Assistance Program (ARDOR).

NOTE: 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 below are approved for retention and disposition as indicated.

Division Director  Joe Austerman	State Archivist  D. Dawson	Date  6/29/10	Attorney General  Craig Kelley	Date  6/14/10
Signature of Division Director/Designee  <i>[Signature]</i>	Date  1/26/10	Records Analyst  Christopher Hill	Commissioner of Administration  Karl Jones	Date  6/24/10

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**84305**

**Page 2**

**Agency ID**

**288**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>Alaska Product Preference (APP) Database:</b></p> <p>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>	P	-	-	-	X	Once data becomes obsolete it is no longer accessible via the internet but remains in the database.
2	<p><b>Contacts Database:</b></p> <p>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>	P	-	-	-	X	
3	<p><b>Color Slides &amp; Digital Images:</b></p> <p>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.</p> <p>Arranged alphabetically by subject.</p>	C	-	P	-		<p>C=Until business need is concluded.</p> <p>Annual accrual rate is less than one cubic foot.</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**84305**

**Page 3**

**Agency ID**

**288**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Travel Show Working Files:</b></p> <p>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.</p> <p>Arranged chronologically.</p>	5	-	-	5		
5	<p><b>Photo Correspondence Files:</b></p> <p>A cover letter is sent with each slide order indicating certain restrictions, any copyright instructions, payment/invoice information.</p> <p>Arranged alphabetically by name.</p>	2	-	-	2	Files are maintained for two years to facilitate follow-up requests by repeat clients.	
6	<p><b>Travel Association Correspondence Files:</b></p> <p>Alaska Visitor's Association, Alaska Tourism Marketing Council, Convention and Visitor's Bureau correspondence.</p> <p>Arranged chronologically.</p>	6	-	-	6		

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**84305**

**Page 4**

**Agency ID**

**288**

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		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Alaska Film Office Production Tax Credit files (Original, Electronic, Audiovisual) :</b></p> <p>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	-	-	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>
8	<p><b>Reel-Scout Database:</b></p> <p>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>	P	-	-	-		<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>
9	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Development Section staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</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>