



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: 180106
 Agency ID #: 414
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 DIVISION OF PLANNING
 AUG 25 2010

<p>DEPARTMENT OF ENVIRONMENTAL CONSERVATION</p> <p>OFFICE OF THE COMMISSIONER</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>C - Current or as defined</p>
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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.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #180105.

Statutory Authority: AS 46.03.010; AS 46.08.040; AS 46.08.050.

The mission of the Department of Environmental Conservation is to protect public health from environmental threats and to conserve, protect, and improve Alaska's environment for present and future generations. The Office of the Commissioner provides policy direction for the Department, ensures that public concerns are fully considered in Department decisions and actions, establishes the Department's objectives and assures performance, serves as chief spokesperson for the Governor on environmental matters, and serves as judge for administrative appeals.

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.

Divison Director Larry Hartig, Commissioner	State Archivist D. Dawson	Date 8/11/10	Attorney General Craig J. Talley	Date 9/16/10	
Signature of Division Director/Designee	Date 8-6-10	Records Analyst Linda L. Wynne	Date 8/17/10	Commissioner of Administration Kevin Johnson	Date 8/30/10

RECORDS RETENTION SCHEDULE CONTINUATION

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>COMMISSIONER RECORDS:</p> <p>The Commissioner General Records Retention Schedule includes the following types of files: reading, program administration, special projects, legislative, regulation, policies, procedures, legal opinions, reports, minutes/meeting, public information and hearing officer.</p> <p>The General Administrative Records Retention Schedule includes other administrative records related to: Budget Preparation; General Accounting; Grant Mgt; Procurement, Leasing & Property; General Admin; Personnel Admin; and, IT.</p>	-	-	See GS	See GS		<p>The Commissioner General Records Retention Schedule and General Administrative Records Retention Schedule may be accessed on the Records Management homepage.</p> <p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>GS: General Schedule</p>
2	<p>Enforcement Action Files:</p> <p>Emergency and compliance orders, court actions, and out of court settlements.</p> <p>Arranged by defendant's name.</p>	20	-	P	-		<p>Justification for 20-year retention: Legal & Administrative requirements.</p>