



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: 180204

Agency ID #: 409

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<p>DEPARTMENT OF ENVIRONMENTAL CONSERVATION</p> <p>DIVISION OF ADMINISTRATIVE SERVICES</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 TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - Current/or as defined</p>
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The Agency will follow retention periods of records listed in the State of Alaska General Administrative Records Schedule #100; therefore those records have not been repeated on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

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

Unless otherwise noted all record series are nonconfidential.

Statutory/ Regulatory Authority: AS 36.30; AS 46; 18 AAC 78.

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.

This records schedule supercedes #180203 and includes the following sections: Financial Services, Human Resources, Information Systems, Budget Services, and Public Information.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Divison Director Barbara Frank	State Archivist 	Date 11/2/99	Attorney General 	Date 10/29/99	
Signature of Division Director 	Date 10/4/99	Records Analyst 	Date 8/27/99	Commissioner of Administration 	Date 10/21/99

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Federal Superfund Grant Files:</p> <p>Includes grant awards, letters of credit, timesheets, worksheets, original payment document, original journal entries and correspondence. The Environmental Protection Agency and ADEC have entered into a cooperative agreement to enforce clean-up of leaking underground storage tanks. This fileset documents the Division's financial management of trust funds.</p> <p>There is no arrangement for this series.</p>	C	10	-	*C+ 10		<p>C=Until submission of final Financial Status Report.</p> <p>40 CFR 35.6250 stipulates a 10 year retention, following final Financial Status Report.</p> <p>* Written approval must be obtained from the EPA award official before destruction of records.</p> <p>Annual accrual rate is approximately 2 cubic feet.</p>
2	<p>Oil & Hazardous Substance Release Response Fund:</p> <p>AS 46.04.010 requires the Department to seek civil action against companies to recoup any expenses involved in hazardous substance clean-up activities. Includes correspondence, payment and receipt records.</p> <p>Site files are arranged numerically.</p>	C	17	-	C+17		<p>C=Upon completion of clean-up.</p> <p>Justification for 17-year Retention: Administrative need.</p> <p>Annual accrual rate is approximately .5 cubic foot.</p>
3	<p>Exxon/Valdez Personnel & Payroll Documents:</p> <p>Personnel/payroll documents, timesheets, and payroll cost recovery billings for employees who worked on the cleanup of the Exxon/Valdez Oil Spill.</p> <p>Arranged alphabetically by last name.</p>	C	5	*AR	-		<p>C=Until administrative/management need is met. There will be no further accruals to this fileset. The Department of Law will advise ADEC when there is no further legal value for these records.</p> <p>*The archivist will review these records for documents that have permanent historical value.</p> <p>Confidential per AS 39.20.080.</p>

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Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Property Control Records:</p> <p>Consists of copies of inter-departmental property transfers, reports of lost-stolen-damaged property, receiving reports, property changes, and inventory sheets of all controlled property administered by the Department including state vehicle files and federal property records.</p>	C+3	-	-	C+3		<p>C=Until property is disposed and the department no longer has legal custody.</p> <p>40 CFR 30.53(2) requires 3-year retention of records after disposal of federal property.</p>
5	<p>Special Projects:</p> <p>Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc. Examples of special projects include: Environmental Leadership Project, Electronic Commerce, Environmental Incentives, Disaster Response Plan, Denali Commission, etc.</p> <p>Arranged alphabetically by subject.</p>	C+5	-	-	C+5		<p>C=Until project is completed.</p>
6	<p>Computer Backup Tapes & Documentation File:</p> <p>This series consists of backup tapes and may include: program/system documentation; application software licenses/agreements; data systems and file specifications; security information; disaster recovery procedures; user guides; usage/inventory reports; backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the Department's Internet site.</p>	C	B	-	C	X	<p>C=Until documentation is obsolete, superceded or administrative/management need is met.</p> <p>B=Backup tapes are stored offsite for security. Tapes are rotated according to established Department procedures.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence; policies and procedures; annual reports; legal opinions; and, the following types of files: reading; minutes/meeting; budget; accounting/fiscal; grant; procurement; personnel; agency history; etc.</p> <p>Division of Administrative Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</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 downloaded from the Archives & Records homepage.</p>