



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 141 Willoughby Avenue
 Juneau, AK 99801-1720
 465-2276; [Voice]; 465-2465 [Fax]

STATE OF ALASKA

Schedule Number: 181802

Agency ID #: 426

RECORDS RETENTION SCHEDULE

Page 1 of 2

<p>DEPARTMENT OF ENVIRONMENTAL CONSERVATION</p> <p>DIVISION OF AIR & WATER QUALITY</p> <p>DIRECTOR'S OFFICE</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>
--	---

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Calendar** 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 indicated all records series are nonconfidential.

Statutory Authority: AS 46.06.21-31; AS 46.14.300; AS 46.03.020; AS 46.03.317; AS 46.11.070.

The Division of Air & Water Quality has responsibility for conserving, improving, regulating and protecting the overall quality of Alaska's land, waterways and air. The Division and Regional Offices implement and administer this mission by providing the following programs: safe public drinking water, industrial and domestic wastewater control, air quality management, solid and hazardous waste management, pollution prevention and waste minimization, water quality management, organic and inorganic laboratory analysis, toxicology and monitoring projects.

This records schedule supercedes #181801.

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

Division Director Tom Chapple	State Archivist 	Date 8/4/01	Attorney General 	Date 8/23/01	
Signature of Division Director 	Date 8/18/01	Records Analyst D. Dawson	Date 8/7/01	Commissioner of Administration 	Date 8/28/01

DIVISION OF FINANCE
 01 AUG 28 AM 9:36

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

181802

Page 2

Agency ID

426

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: reading, grant, accounting, personnel/payroll, minutes/meeting, etc.</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>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> <p>Correspondence Files include MCS (Mail Control System--originate in Commissioner's Office) and CTS (Correspondence Tracking System--originate in Governor's Office sent to DEC for reply.)</p>
2	<p>Special Project Files:</p> <p>Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc. Special projects relate to activities in the following sections: Air Quality Improvement, Air Quality Maintenance, Industrial Operations, Watershed Management and Technical Services, and Program Development. Air & Water Data and Monitoring projects include Air Benchmarking Study, DEC Reorganization Issues, Oil & Gas Consistency Determination, Water Permit Work Group, Water Quality Standards--Indian Country.</p>	C+3	-	P	-		<p>C=Until project is concluded.</p> <p>Records transferred to the archives may be purged in accordance with standard archival practices.</p> <p>Annual accrual rate is less than one cubic foot.</p>