



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 425 Schedule No: 18-425.1

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
 DIVISION OF ENVIRONMENTAL HEALTH
 425 - ENVIRONMENTAL HEALTH LABORATORY

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.

Unless otherwise indicated all records series are nonconfidential. Some documents may be confidential under the Attorney/Client Privilege. This schedule supersedes #181903.

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
	*		1/20/09
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	2/20/09	*	3/3/09
State Archivist	Date	Records Analyst	Date
*	3/6/09	*	1/15/09

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Laboratory Result Reports This series includes results from all tests performed by EHL. For example, Seafood, Ready to Eat, Marine Water, Shellfish, Chemistry, Animal Health, EIA forms, Dairy, Microbiology, and Laboratory Certification.</p> <p>Arranged numerically according to folder number and sample number.</p>		5		Retention Authority: 21 CFR 600.12 (Food & Drug Administration); 7 CFR 110 (US Dept. of Agriculture).
<p>002 - Laboratory Contaminated Sites (CS) Result Reports This series includes the results of any sample analyzed by EHL that is associated with a DEC CS Project.</p>		10	Y	
<p>003 - External Laboratory Certification Records Includes analytical files, on-site audit files and reports, and submitted files.</p> <p>Arranged numerically by lab number and year of certification.</p>		6		Retention Authority: 40 CFR 142 (Environmental Protection Agency). May not be subject to public records requests due to Confidential Business Information (CBI).
<p>004 - Chain of Custody Forms, Sample Submission Forms and Raw Data Sample Submission Forms are submitted by Departmental personnel, usually located outside of Anchorage. Chain of Custody form are signed off each time the sample changes hands. Raw Data consists of the actual analyses that are performed, that are the basis for the reports (Item 2). This data is arranged by folder number and sample number.</p>		5		
<p>005 - Laboratory Notebooks Hardbound notebooks are kept by analysts to provide supporting documentation regarding laboratory results. Includes project data and the type of work performed.</p> <p>Arranged by notebook number.</p>		5		
<p>006 - Evidentiary Laboratory Logbooks This series is a chronological record of all evidentiary samples for which an internal chain of custody must be maintained.</p>		5		Evidentiary files are confidential under attorney/client privilege.

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 align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</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>007 - Laboratory Information Management System (LIMS) The LIMS is a relational database which stores the data that support all sample results, including training and equipment maintenance records, electronic copies of Raw Data (item 5), calculated sample results, and electronic copies of the result reports (Item 2).</p>		PO	Y	All electronic data are backed up, both daily (onsite) and weekly (offsite).

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>Retention Key</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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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