



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
 P.O. Box 110525, 141 Willoughby Avenue  
 Juneau, AK 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 428      Schedule No: 18-428.1**

DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
 DIVISION OF ENVIRONMENTAL HEALTH  
 428 - FOOD SAFETY & SANITATION PROGRAM

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.

All records are nonconfidential unless otherwise indicated. This schedule supersedes #182202.

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
	*	6/23/08
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	7/23/08	*
State Archivist	Date	Records Analyst
*	8/1/08	*
		Date
		5/30/08

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Seafood Processor Files</b>                      This records series includes land-based, floating and shellfish harvester processors and harvesters. Consists of correspondence, permit applications, inspection reports, enforcement actions, product detention reports and unsatisfactory water analysis results. Types of certificates issued include: Fish Certificate of Origin, Free Sale Authorization, Certificate of Free Sale.</p> <p>Arrangement varies.</p>		C+5	Y	<p>C = Until facility is no longer in operation.</p> <p>Data from this records series is input into the Digital Health Department (item #002), staged on a server in North Carolina.</p> <p>Certain information in this series is confidential under the Alaska Constitution, Article 1, Section 22.</p>
<p><b>002 - Digital Health Department</b>                      Seafood module includes processor name, AK # (facility ID #), type of processor and related information, local/corporate mailing addresses, inspections and enforcement actions. Retail Food &amp; Sanitation module includes: facility status (active/deactivated), local/corporate mailing addresses, type of facility, current status of permit (issued or not), ID #'s to connect with other program databases, billing information, inspections, 501c(3) status, variances, enforcement actions, illness investigations, food sample collections and establishment recognition programs. System also issues food worker data/cards.</p>		PO	Y	<p>As long as facility is in operation or has the capacity to open, records in this system are of business value. Refer to 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>This electronic information system supersedes Sanidata.</p> <p>Illness histories taken from persons suspected of having food borne illness is confidential under AS 40.25.120.</p>
<p><b>004.1 - Facility Plans (Retail Food &amp; Public Facilities, except Pools &amp; Spas)</b>                      This records series includes relevant, current components of facility plans for seafood processors, retail food establishments, and public facilities maintained outside of establishment or seafood processor files. These plans are utilized during initial permit review and followup inspections.</p> <p>Once permitted, arranged numerically.</p>		C+2	Y	<p>C = Until facility is no longer in operation.</p>

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>004.2 - Facility Plans (Seafood &amp; Pools &amp; Spas)</b>                      This records series includes relevant, current components of facility plans for seafood processors, retail food establishments, and public facilities maintained outside of establishment or seafood processor files. These plans are utilized during initial permit review and followup inspections.</p> <p>Once permitted, arranged numerically.</p>		C+5	Y	C = Until facility is no longer in operation.
<p><b>005 - Establishment Files</b>                      This records series documents regulation of retail and wholesale food establishments, pools, schools, overnight accommodations, and cosmetological establishments through inspections, education and training, plan review and enforcement.</p> <p>Includes: database profiles, permit applications, permits, photos, waivers, correspondence, complaints, inspections, enforcement actions, sampling results, establishment plans.</p> <p>Arranged numerically by establishment ID.</p>		C+5	Y	C = Until facility is no longer in operation.  Certain information in this series is confidential under the Alaska Constitution, Article I, Section 22.  Illness histories taken from persons suspected of having food borne illness is confidential under AS 40.25.120.  Refer to the Digital Health Department, item #002 for database profiles, inspections and compliance information.

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