



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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STATE OF ALASKA

Schedule Number: 181903

Agency ID #: 425

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF ENVIRONMENTAL CONSERVATION

DIVISION OF ENVIRONMENTAL HEALTH

ENVIRONMENTAL HEALTH LABORATORY

KEY

A - After Audit      Numerals - Years in addition to current year  
 CFY - Current Fiscal Year  
 CY - Current Year      TO - Term of Office  
 P - Permanent      S/M - After Scanning/ Microfilming  
 C - Current or as defined

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 **Calendar** 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 indicated all records series are non-confidential. Some documents may be confidential under the Attorney/Client Privilege. This records schedule supercedes #181902 and includes records from schedule #183300 (Food Safety Laboratory-Palmer).  
 Statutory Authority: AS 03.05, 45, 48; AS 17.05, 07, 20; AS 44.46; AS 46.03; 18 AAC 32, 34, 80, 90.

The Environmental Health Laboratory (EHL) analyzes raw, finished, and value-added food products for bacteriological, chemical and toxicological contaminants; analyzes product/water samples required by the National Shellfish Sanitation Program; tests commercial bivalve shellfish for marine toxins; tests raw milk and dairy products for composition and for bacteriological and chemical contaminants;

Analyzes finfish for chemical and bacteriological contaminants; and provides general analytical testing for inorganic and organic compounds in a variety of soils, sludges, wastes, and tissues. EHL certifies in-state and out-of-state laboratories for microbiological analysis of drinking water, and for chemical analysis of drinking water and contaminated sites compliance samples.

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.

Division Director	State Archivist		Date	Attorney General	Date
Kristin Ryan	<i>Glenn J. Cook</i>		3/6/09	<i>Craig J. Tilley</i>	2/20/09
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Kristin Ryan</i>	1/20/09	<i>Christopher H. Hill</i>	1-15-09	<i>Kue J. Jones</i>	3/31/09

RECORDS RETENTION SCHEDULE CONTINUATION				Schedule Number 181903		Page 2 of 3	
		Retention		Disposition			Agency ID: 425
Item No.	Records Series & Description	Office	Records Cntr Storage	State Archives	Destroy	Vital Record	Remarks
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, information Technology.</p> <p>EHL staff follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS</p>
2	<p><b>Laboratory Result Reports:</b></p> <p>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	-	-	5		<p>Retention Authority: 21 CFR 600.12 (Food &amp; Drug Administration) 7 CFR 110 (US Dept. of Agriculture)</p>
3	<p><b>Laboratory Contaminated Sites (CS) Result Reports</b></p> <p>This series includes the results of any sample analyzed by EHL that is associated with a DEC CS Project.</p>	10	-	-	10	X	
4	<p><b>External Laboratory Certification Records:</b></p> <p>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	-	-	6		<p>Retention Authority: 40 CFR 142 (Environmental Protection Agency)</p> <p>May not be subject to public records requests due to Confidential Business Information (CBI).</p>

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Item No.	Records Series & Description	Retention		Disposition			Agency ID: 425
		Office	Records Cntr Storage	State Archives	Destroy	Vital Record	Remarks
5	<p>Chain of Custody Forms, Sample Submission Forms and Raw Data:</p> <p>Sample Submission Forms are submitted by Departmental personnel, usually located outside of Anchorage. Chain of Custody forms 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	-	-	5		
6	<p>Laboratory Notebooks:</p> <p>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	-	-	5		
7	<p>Evidentiary Laboratory Logbooks:</p> <p>This series is a chronological record of all evidentiary samples for which an internal chain of custody must be maintained.</p>	5	-	-	5		Evidentiary files are confidential under attorney/client privilege.
8	<p>Laboratory Information Management System (LIMS):</p> <p>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>	P	-	-	-	X	All electronic data are backed up, both daily (onsite) and weekly (offsite).