



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 182202

Agency ID #: 428

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<p>DEPARTMENT OF ENVIRONMENTAL CONSERVATION</p> <p>DIVISION OF ENVIRONMENTAL HEALTH</p> <p>FOOD SAFETY &amp; SANITATION PROGRAM</p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit    <b>Numerals</b> - Years in addition to current year</p> <p><b>CFY</b> - Current Fiscal Year</p> <p><b>CY</b> - Current Year    <b>TO</b> - Term of Office</p> <p><b>P</b> - Permanent    <b>S/M</b> - After Scanning/ Microfilming</p> <p><b>C</b> - Current or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

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

All records are nonconfidential unless otherwise indicated. This records schedule supercedes #182201.

Statutory/Regulatory Authority: AS 03.05; AS 17.05, 07, 20; AS 18.35; AS 44.46.020-025; 18 AAC 15, 23, 30, 31, 32 & 34.

The Food Safety & Sanitation Program works with businesses to provide safe food, including seafood, and sanitary public facilities. It ensures that foods processed, manufactured, sold or served in Alaska are safe and wholesome, and not adulterated, contaminated or misbranded and that public facilities/accommodations meet minimum standards of sanitation by providing education, technical assistance, plan review, permitting, inspection, investigation, and appropriate enforcement.

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 <b>Kristen Ryan</b>	State Archivist <i>Glenn Cook</i>	Date <b>8/1/08</b>	Attorney General <i>Craig J. Kelley</i>	Date <b>7/23/08</b>	
Signature of Division Director/Designee <i>Kristen Ryan</i>	Date <b>6/23/08</b>	Records Analyst <i>D. Dawson</i>	Date <b>5/30/08</b>	Commissioner of Administration <i>Ken Johnson</i>	Date <b>8/1/08</b>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
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>Food Safety &amp; Sanitation Program staff will 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>Seafood Processor Files:</b></p> <p>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	-	-	C+5	X	<p>C=Until facility is no longer in operation.</p> <p>Data from this records series is input into the Digital Health Department (Item 3), 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>
3	<p><b>Digital Health Department:</b></p> <p>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>	P	-	-	-	X	<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 supercedes Sanidata.</p> <p>Illness histories taken from persons suspected of having food borne illness is confidential under AS 40.25.120.</p>

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>FACILITY PLANS:</b></p> <p>(Retail Food &amp; Public Facilities, except Pools &amp; Spas):</p> <p>(Seafood &amp; Pools &amp; Spas):</p> <p>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. Once permitted, arranged numerically.</p>	C+2	-	-	C+2	X	C=Until facility is no longer in operation.
		C+5	-	-	C+5		
5	<p><b>Establishment Files:</b></p> <p>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	-	-	C+5	X	<p>C=Until facility is no longer in operation.</p> <p>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.</p> <p>Refer to the Digital Health Department, Item 3 for database profiles, inspections and compliance information.</p>