



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 183300

Agency ID #: 571

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DEPARTMENT OF ENVIRONMENTAL CONSERVATION
 DIVISION OF ENVIRONMENTAL HEALTH
 LABORATORY & PESTICIDE SERVICES
 FOOD SAFETY LABORATORY - PALMER

KEY

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

The Agency will follow retention periods of records listed in the State of Alaska General Administrative Records Schedule #100; therefore, those records have not been repeated 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 noted all records are nonconfidential.

Statutory Authority: AS 03.05, 45, 58; AS 17.05, 07, 20; AS 44.46; AS 46.03. 18 AAC 32, 34, 80, 90.

The Food Safety Lab analyses raw, finished, and value-added food products for bacteriological, chemical and toxicological contaminants. The Lab certifies in-state laboratories for microbiological analysis of drinking water; conducts product/water sampling required by the National Shellfish Sanitation Program; tests commercial bivalve shellfish for marine toxins, evaluates finfish for chemical and bacterial contaminants and parasites.

This is an entirely new records schedule.

DIVISION OF FINANCE
99 DEC 2 3:50 PM

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

Division Director Janice Adair	State Archivist 	Date 11/4/00	Attorney General 	Date 12/15/99
Signature of Division Director 	Date	Records Analyst D. Dawson	Commissioner of Administration 	Date 12/28/99

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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; and, the following types of files: personnel, & payroll, reading, minutes/meeting, etc.</p> <p>Food Safety Laboratory staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p> <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>
2	<p>Food Safety Laboratory Results:</p> <p>This fileset consists of the following lab results: Seafood, PSP, Ready to Eat, Marine Water, Shellfish/General Microbiology, Chemistry, Animal Health, Burcellosis/EIA forms, Parasite, Dairy, Microbiology & Chemistry, and Laboratory Certification.</p> <p>Each result is assigned a log number. Arranged geographically by area.</p>	5	-	-	5		<p>Results are entered into R-Base.</p> <p>Retention Authority: 21 CFR 600.12 (Food & Drug Administration) 7 CFR 110 (United States Dept. of Agriculture)</p> <p>PSP: Paralytic Shellfish Poisoning</p>
3	<p>Drinking Water Laboratory Certification Records:</p> <p>Includes analytical files.</p> <p>Arranged numerically by log number and alphabetically by name.</p>	3	-	-	3		<p>Results are entered into R-Base.</p> <p>Retention Authority: 40 CFR 142 (Environmental Protection Agency)</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Pesticide Program Records:</p> <p>Documents the state pesticide registration program (18 AAC 90.205) and includes applications, brands or product names, product/registration labels, active/inert ingredient percentages, location of application, and inspection records.</p> <p>Arranged by EPA Registration number within inspection type.</p>	C	-	-	C		<p>C=Until administrative/management need is met.</p> <p>Some data from this series is input into a Microsoft Access database.</p> <p>Retention Authority: 7 CFR 110 Records must be kept for at least two years from date of pesticide application.</p>