



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 636      Schedule No: 18-636.1**

DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
 DIVISION OF SPILL PREVENTION & RESPONSE  
 636 - PREVENTION & EMERGENCY RESPONSE

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 noted all records series are nonconfidential. This schedule supersedes #183600.

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
	*	2/15/01
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	2/28/01	*
		Date
State Archivist	Date	Records Analyst
*	3/15/01	*
		Date
		1/25/07

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Site Cleanup Case Files</b> Documents actions taken, updates regarding the spill, correspondence, cleanup verification and cost recovery information.</p> <p>This is administrative record for cleanup actions resulting from a spill or discharge event.</p>		PA	Y	<p>Annual accrual rate is approximately 5 cubic feet.</p> <p>Certain information is input into Spills Database.</p>
<p><b>002 - Spill Reporting Database &amp; Statewide Oil &amp; Hazardous Substance Spills Database</b> The Spill Reporting Database provides a narrative description of each spill.</p> <p>The Statewide Oil &amp; Hazardous Substance Spills database contains information about oil and hazardous release reported to the department since July 1, 1995.</p> <p>Arranged by spill number.</p>		C	Y	<p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>Some information in the databases is "permanent" and needed for analyzing long-term trends. Such analysis helps the agency to prevent and respond to future releases.</p>
<p><b>003 - Spill Reporting/Statewide Oil &amp; Hazardous Substance Spills Database Reports</b> Includes data compiled for quarterly newsletter, data summaries and other ad hoc reports generated on an as-needed basis and customized for the particular needs of the user.</p>		C*		<p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>* = Any reports based on spill data will be transferred to the State Archives for permanent retention.</p>
<p><b>004 - Federal/State Preparedness Plan for Response to Oil &amp; Hazardous Substances Discharges/Releases (Unified Plan)</b> The Unified Plan includes master copy of the original plan, initial and public review drafts, any formal changes/revisions, distribution lists, public review comments, and formal replies.</p>		PA		<p>These plans are directed by state statute and federal regulations.</p> <p>Annual accrual rate is approximately 3 cubic feet.</p>
<p><b>005 - Federal/State Subarea Contingency Plans for Oil &amp; Hazardous Substance Spills &amp; Releases (Subarea Plans)</b> The Subarea Plans include master copy of each of the ten original subarea plans, initial and public review drafts, any formal changes/ revisions, distribution lists, public review comments, and formal replies.</p>		PA		<p>These plans are directed by state statute and federal regulations.</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>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>006 - Local Response Agreements</b>                      Consists of signed agreements with communities indicating what response the community will take in the event of a spill.                       Arranged alphabetically by community name.</p>		C		C = Until obsolete, superseded or administrative/management need is met.
<p><b>007 - Safety Records</b>                      Personnel safety records are maintained on a database, which includes the following information:                       40 hour Hazwopper                      8 hour Hazwopper refresher                      Respirator Fit testing                      Other safety related certification information</p>		C		C = Until obsolete, superseded or administrative/management need is met.

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