



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 667 Schedule No: 18-667.1

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
 DIVISION OF SPILL PREVENTION & RESPONSE
 667 - RESPONSE FUND ADMINISTRATION (RFA)

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 indicated all records series are nonconfidential. This schedule supersedes #184000.

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
	*		11/20/09
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	6/15/10	*	6/23/10
State Archivist	Date	Records Analyst	Date
*	6/29/10	*	12/15/09

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Cost Recovery Site Files Consists of correspondence, reports, analytical data, decision documents, cost documentation for sites in the state that have documented hazardous substance contamination. Includes correspondence, reports, capital and operating budget information, completed travel documents (TA), copies of NTPs, RSA and other administrative documents, copies of payment checks, site logs and timesheets.</p> <p>Site files are arranged numerically by contract number.</p>		C+25		C = After project is completed and all administrative/management need is met.
<p>002 - Grant Management Records Includes annual grant documentation, grant application, grant awards, agreements/contracts, special conditions, fiscal reports, correspondence, monitoring data, closeout documents, copy of audit report, progress, and other supporting documentation.</p>		C+6		C = After grant closeout and all administrative/management need is met.
<p>003 - Reimbursable Service Agreements, Notice to Proceed, and Request for Proposal Includes individual project files, which contain a complete accounting of projects from inception to completion; Request for Proposal (RFP), contractor response/proposal, competitive bids, record of evaluations, record of negotiation, funding request and approval, Notice to Proceed (NTP), record of invoices, record of payments made, and deliverable i.e. reports, comments, etc.</p> <p>All agreements and contracts arranged alphabetically by project name.</p>		C+6		C = After project is completed and all 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>Retention Key</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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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