



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

RECORDS RETENTION SCHEDULE

Schedule Number: 183600

Agency ID #: 636

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<p>DEPARTMENT OF ENVIRONMENTAL CONSERVATION</p> <p>SPILL PREVENTION & RESPONSE</p> <p>PREVENTION & EMERGENCY RESPONSE</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - 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, unless those records have been listed on this schedule.

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

Statutory/Regulatory Authority: AS 46.04, 08, 09, 13; AS 26.23.075; 18 AAC 75.

The mission of the Prevention & Emergency Response Program (PERP) is to prevent and mitigate oil and hazardous substance releases through government planning and rapid response. The PERP conducts statewide oil and hazardous substance spill prevention and response activities, including oversight of cleanups undertaken by responsible parties, takeover of cleanup actions when judged inadequate, first response to "orphan" spill where no responsible party has been identified, and spill prevention, response and restoration research and development.

This is an entirely new records schedule.

DIVISION OF FINANCE
 01 MAR 12 PM 3:30

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

Division Director	State Archivist	Date	Attorney General	Date
Larry Dietrick		3/15/01		2/28/01
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
	D. Dawson	2/15/01		3/12/01

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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, publications; and, the following types of files: accounting, reading, minutes/meeting, etc.</p> <p>PERP staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<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 Records Schedule (GRS) may be downloaded from the Archives & Records homepage.</p>
2	<p>Site Cleanup Case Files:</p> <p>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>	25	-	P	-	X	<p>Annual accrual rate is approximately 5 cubic feet.</p> <p>Certain information is input into Spills Database.</p>
3	<p>Spill Reporting Database & Statewide Oil & Hazardous Substance Spills Database:</p> <p>The Spill Reporting Database provides a narrative description of each spill. Arranged by spill number.</p> <p>The Statewide Oil & Hazardous Substance Spills Database contains information about oil and hazardous release reported to the Department since July 1, 1995.</p>	C	-	-	C	X	<p>C=Until obsolete, superceded or administrative/management need is met. 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>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
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4	<p>Spill Reporting/Statewide Oil & Hazardous Substance Spills Database Reports:</p> <p>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	-	*	C		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>*Any reports based on spill data will be transferred to the archives for permanent retention.</p> <p>The quarterly newsletter and data summary are available on the WWW @ http://www.state.ak.us/dec/dspar/perp/datanew.htm.</p>
5	<p>Federal/State Preparedness Plan for Response to Oil & Hazardous Substances Discharges/Releases (Unified Plan):</p> <p>Federal/State Subarea Contingency Plans for Oil & Hazardous Substance Spills & Releases (Subarea Plans):</p> <p>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. 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>	C	-	P	-		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>These plans are directed by State statute and federal regulations.</p> <p>Annual accrual rate is approximately 3 cubic feet.</p>
6	<p>Local Response Agreements:</p> <p>Consists of signed agreements with communities indicating what response the community will take in the event of a spill.</p> <p>Arranged alphabetically by community name.</p>	C	-	-	C		<p>C=Until obsolete, superceded or administrative/management need is met.</p>

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Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>Safety Records:</p> <p>Personnel safety records are maintained on a database, which includes the following information:</p> <p>40 hour Hazwopper 8 hour Hazwopper refresher Respirator Fit testing Other safety related certification information</p>	C	-	-	C		<p>C=Until obsolete, superceded or administrative/management need is met.</p>