



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

Schedule Number: 183800

Agency ID #: 666

RECORDS RETENTION SCHEDULE

Page 1 of 2

<p>DEPARTMENT OF ENVIRONMENTAL CONSERVATION</p> <p>DIVISION OF SPILL PREVENTION & RESPONSE</p> <p>DIRECTOR'S OFFICE</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 #100.2, 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.

Unless otherwise indicated all records series are nonconfidential.

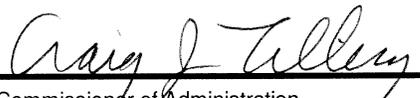
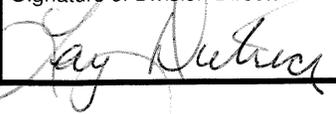
Statutory Authority: AS 46.03; AS 46.04; AS 46.08; AS 46.09.

The Division of Spill Prevention and Response has responsibility to protect public safety, public health and the environment through prevention, preparedness and response to oil and hazardous substance releases. The Division implements and administers this mission through the following programs; Contaminated Sites, Industry Preparedness, Prevention and Emergency Response, and Resource Fund Administration.

The Director's Office provides policy direction for the Division, considers public comments and concerns, establishes objectives and performance measures and represents the Department on all spill prevention and response issues.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

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 Larry Dietrick	State Archivist 	Date 3-8-07	Attorney General 	Date 2/7/07	
Signature of Division Director 	Date 1/31/07	Records Analyst 	Date 1-30-2007	Commissioner of Administration 	Date 2/23/07

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

183800

Page 2

Agency ID

666

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Director's Office 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 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>