

DIVISION OF FINANCE

JUN 21 2010

DEPARTMENT OF EDUCATION
 Division of Libraries, Archives & Museums
 Archives and Records Management Services
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STATE OF ALASKA
 RECORDS RETENTION SCHEDULE

Schedule Number: 184000
 Agency ID: 667
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DEPARTMENT OF ENVIRONMENTAL CONSERVATION	A - Audit	P - Permanent
DIVISION OF SPILL PREVENTION AND RESPONSE	C - Active - as defined in remarks column	M - After Microfilming
RESPONSE FUND ADMINISTRATION	CY - Current Year	Numerals - Years in Addition to Current Year
	CFY - Current Fiscal Year	TO - Term of Office

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Unless otherwise noted, all records series are retained on a Fiscal year basis.

Unless otherwise indicated all records series are nonconfidential.

Statutory/regulatory Authority: AS 36.30, AS 46.04, AS 46.08, and AS 46.09

The Response Fund Administration (RFA) manages the accounts in the Oil & Hazardous Substance Release Prevention and Response Fund. The RFA program also provides leadership and accountability with quality financial analysis and budgetary services, manages the recovery of state costs for responding to spills, manages and coordinates receipt and expenditures of federal dollars for cleanup of federal facilities, manages term contracts and issues Notice to Proceed, manages Reimbursable Services Agreements, develops cost controls, coordinates financial logistics accordingly within the Incident Command System in the event of a major spill, prepares the Biennial Response Fund Report and interim reports

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

Typed Name of Division Director	State Archivist	Date	Attorney General	Date
Larry Dietrick	D. Dawson	6/29/10	Craig J. Tilley	6/15/10
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
	Christopher L. Hiles	11/20/09		6/23/10

RECORDS RETENTION SCHEDULE CONTINUATION

Schedule Number

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Item No.	Records Series & Description	Retention		Disposition			Agency ID: 667
		Office	Records Cntr Storage	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Personnel Administration; and General Administration correspondence, policies/procedures, reports and publications.</p> <p>Response Fund Administration 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 Administrative Records Retention Schedule may be downloaded from the Archives & Records homepage.</p> <p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p>
2	<p>COST RECOVERY SITE FILES:</p> <p>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 NTP's, 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 + 25		<p>C = After project is completed and all administrative/management needs is met.</p>
3	<p>GRANT MANAGEMENT RECORDS:</p> <p>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 + 6		<p>C = After grant closeout and all administrative/management needs is met.</p>
4	<p>REIMBURSABLE SERVICE AGREEMENTS, NOTICE TO PROCEED, and REQUEST FOR PROPOSAL:</p> <p>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 + 6		<p>C = After project is completed and all administrative/management needs is met.</p>