



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 668 Schedule No: 18-668.1

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
 DIVISION OF WATER
 668 - CRUISE SHIP PROGRAM

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless noted all record series are nonconfidential. This schedule supersedes #181700.

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 - <i>DESIGNEE</i> <i>MELANIE E. HELMICK</i>	Signature of Division Director <i>Melanie E. Helmick</i>		Date <i>3/18/14</i>
Attorney General/Designee <i>Alan Birnbaum</i>	Date <i>5/15/14</i>	Commissioner of Administration/Designee <i>FOR</i> <i>[Signature]</i>	Date <i>5/13/14</i>
State Archivist <i>D. Daws</i>	Date <i>5/6/14</i>	Records Analyst <i>Valerie Rose</i>	Date <i>5/8/14</i>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Site Specific Regulation Files (Revision/Review and Site Specific) Documents decisions made regarding regulation revision. Includes comments from the Department of Law, analyses, position papers and other correspondence. Site specific records include changes and modifications to permits (e.g., Red Dog Mine).</p> <p>Arranged alphabetically by title.</p>	H	PA	Y	<p>Once a regulation has become obsolete or been superseded, it is held for twenty years by the agency prior to transfer into the State Archives. The program has an operational need to maintain these documents, as historic information regarding program development will be essential to the future administration of this unique program and to other agencies/organizations in related fields.</p> <p>Permits are renewed every five years and updated. Site specific regulation files must be maintained to provide historical continuity.</p> <p>This records series originates in the Division of Water, Water Programs (agency ID #417). This records series can be cross-referenced on that agency's schedule. Agency #668 requires an extended retention period in order to meet anticipated operational need for the data in this records series in its assessment of cruise ship industry wastewater technologies and compliance.</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.

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>002 - Waste Water Disposal Permits This records series documents issuance of State waste water disposal permits (Industrial & domestic) and includes applications, copy of final permit, discharge monitoring reports, correspondence between applicant and DEC, pictures of facilities and other supporting data.</p> <p>Arranged numerically by location of facility.</p>	H	C+20	Y	<p>C = As long as facility is in existence.</p> <p>State permits are generally valid for a period of five years.</p> <p>This records series originates in the Division of Water, Water Programs (agency ID #417). This records series can be cross-referenced on that agency's schedule. Agency #668 requires an extended retention period in order to meet anticipated operational need for the data in this records series in its assessment of cruise ship industry wastewater technologies and compliance.</p>

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<p>003 - Facility Compliance Files Consists of copies of current permits, facility reports, inspection reports, source test reports, correspondence and enforcement documents.</p>	H	C+10	Y	<p>C = Until compliance is resolved.</p> <p>Statutory Authority: Federal Clean Air Act; AS 46.03 & 14; AS 46.45; 18 AAC 50, 52, 53.</p> <p>This records series originates in the Division of Air Quality, Air Quality Management (agency ID #562). This records series can be cross-referenced on that agency's schedule. Agency #668 requires an extended retention period in order to meet anticipated operational need for the data in this records series in its assessment of cruise ship industry wastewater/emissions control technologies and compliance.</p>
<p>004 - Public Records Log & Requests for Public Information Unless a request is governed by 2 AAC 96.300, under 2 AAC 96.320 a public agency shall maintain a log of each written request for public records that it receives. The log must include date of request, requestor name, and tracking information.</p>	H	C+10		<p>C = Until date of final fulfillment of request.</p> <p>Enforcement actions often trigger public records requests; to avoid duplication of effort to fulfill similar requests, the agency will utilize a retention period that differs from the GARRDS requirement for this records series.</p>

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