



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 181003

Agency ID #: 415

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<p><b>DEPARTMENT OF ENVIRONMENTAL CONSERVATION</b></p> <p><b>DIVISION OF WATER</b></p> <p><b>MUNICIPAL GRANTS &amp; LOANS PROGRAMS</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit    <b>Numerals</b> - Years in addition to current year</p> <p><b>CFY</b> - Current Fiscal Year</p> <p><b>CY</b> - Current Year    <b>TO</b> - Term of Office</p> <p><b>P</b> - Permanent    <b>S/M</b> - After Scanning/ Microfilming</p> <p><b>C</b> - 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

Unless otherwise noted all record series are nonconfidential. This records schedule supercedes #181002 (Division of Facility Construction & Operation).  
 Statutory Authority: AS 46.03.030; 18 AAC 73; AS 46.03.032 (Alaska Clean Water Fund); 18 AAC 76; 18 AAC 77;  
 AS 46.03.036 (Alaska Drinking Water Fund); 18 AAC 76.

The Alaska Clean Water Fund (ACWF) and the Alaska Drinking Water Fund (ADWF) provide loans and engineering support for drinking water, wastewater (sewer), solid waste and non-point source pollution projects, such as waterbody restoration and recovery. These programs provide loans at attractive rates to cities, boroughs and qualified private water utilities.

The Municipal Loan Programs primary services include: Low-interest loans up to 20 years in duration for projects or eligible portions of projects; provide refinancing of eligible projects; assign a project engineer to assist with plans, designs, construction and regulations; assure timely reimbursement for construction expenditures; and, ensure appropriate and effective use of loan funds.

**NOTE:** 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 below are approved for retention and disposition as indicated.

Division Director	State Archivist	Date	Attorney General	Date
Lynn Tomich Kent	<i>Lynn S. Cook</i>	4/11/08	<i>Craig J. Tolley</i>	4/14/08
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration
<i>Lynn Tomich Kent</i>	3/11/08	<i>Christopher L. Hicks</i>	3-7-08	<i>Ken J. Jensen</i>
				4/11/08

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>HISTORICAL COMMUNITY INFORMATION (Community Information Files):</b></p> <p>(Agency Project &amp; Engineering Reports):</p> <p>Community Information Files consist of permits, easements, well logs, water quality, geotechnical, operations/maintenance data. Agency Project Reports consists of DCED maps, final/feasibility reports, project summaries and Memorandum of Agreements. Engineering Reports include technical/geotechnical research, master plans, consultant feasibility studies.</p>	P  15	-  10	-  -	-  25	X	<p>Arranged within Juneau or Anchorage engineering office alphabetically by location, community or subject.</p> <p>Community Information Files are purged from records series before transfer to Records Center.</p> <p>One Master file maintained per community.</p>
2	<p><b>PROJECT FILES (Final Report Backup):</b></p> <p>(Financial):</p> <p>(Design):</p> <p>Financial documents include primary engineering drawings, financial summaries, primary engineer contracts, payment requests, disbursements, change orders. Design consists of record of scope of work selection, community participation, engineering calculations, design values, final financial summaries.</p>	C  C+7  C	-  -  -	-  -  -	C  C+7  C	X	<p>C=Until final report is issued.</p> <p>C=Until loan is paid off. Loans are up to twenty years in duration.</p> <p>C=Until facility is no longer in operation.</p> <p>Retain General Correspondence for 3 years under the General Schedule, Item 62. Retain Materials Contracts for 3 years (Item 54).</p> <p>Project files are identified by community (alphabetically) and project number.</p>
3	<p><b>Operation &amp; Maintenance Manuals:</b></p> <p>This series consists of all system operation and maintenance manuals (O&amp;M) for all constructed facilities. O&amp;M manuals contain technical information on the construction, operation and maintenance of all components of a facility.</p> <p>Arranged alphabetically by community.</p>	C	-	-	C		<p>C=Until facility is no longer in operation, or until obsolete, superseded or administrative/management need is met.</p> <p>One Master file maintained per community.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Record Drawings (Original &amp; Electronic):</b></p> <p>This series includes 24" X 36" and/or 22" X 34" proposed plans and record drawings. Typically are blueines.</p> <p>Arranged alphabetically and alpha-numerically by community name.</p>	C	-	-	C	X	<p>C=Until facility is no longer in operation.</p> <p>There is a project drawings index on an Excel spreadsheet.</p> <p>One Master file maintained per community.</p>
5	<p><b>Alaska Clean Water Fund (ACWF) &amp; Alaska Drinking Water Fund (ADWF) Databases:</b></p> <p>These databases are utilized by the Division to track all activity for both revolving loan funds. Since initial capitalization grants for each fund is provided by the federal government, numerous reporting requirements exist. Consequently, the databases are used for operational purposes and for annual reporting purposes.</p> <p>Data includes: project information, loan amounts, loan disbursements, loan repayments made, loan repayment schedules, program administrative expenses, investment income, state appropriations, and EPA grants and payment schedules.</p>	C+7	-	-	C+7	X	<p>C=Until loan is paid off. The length of most loans is twenty years.</p> <p>The ACWF &amp; ADWF are revolving loan funds established to make low interest loans available to communities throughout the State. Projects funded include wastewater treatment and collection projects (ACWF) and water treatment and distribution projects (ADWF).</p> <p>Various reports are generated from the information maintained, both for reporting requirements and for day-to-day management of the two loan funds.</p>
6	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Municipal Grants &amp; Loans Program 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 after business need is concluded.</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>