



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

ORIGINAL

Schedule Number: 181404

Agency ID #: 423

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF ENVIRONMENTAL CONSERVATION	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>C - Current or as defined</p>
DIVISION OF WATER	
VILLAGE SAFE WATER PROGRAM	

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 **Calendar** 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 noted all record series are nonconfidential. This records schedule supercedes #181403 (Division of Facility Construction & Operation).

Statutory Authority: AS 46.07 (Village Safe Water); 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 Village Safe Water (VSW) Program works with rural communities to develop sustainable sanitation facilities. VSW's primary services include: allocation and distribution of funding for sanitation facilities; grant funding to small communities for water and sewer studies and construction projects; and provides project oversight, monitoring and control (along with the Alaska Native Tribal Health Consortium).

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 Lynn Tomich Kent	State Archivist <i>Glenn Cook</i>		Date 1-20-09	Attorney General <i>Craig J. Tilley</i>	Date 1/5/09
Signature of Division Director/Designee <i>Lynn Tomich Kent</i>	Date 9/3/08	Records Analyst <i>Christina Hill</i>	Date 8-17-08	Commissioner of Administration <i>Ken J. Jensen</i>	Date 11/13/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>HISTORICAL COMMUNITY INFORMATION (Community Information Files):</p> <p>(Agency Project & Engineering Reports):</p> <p>Community Information Files consist of permits, easements, well logs, water quality, geotechnical, operations/maintenance data. Agency Project Reports consists of DCRA maps, final/VSW feasibility reports, PHS project summaries and Memorandum of Agreements. Engineering Reports include technical/geotechnical research, master plans, consultant feasibility studies.</p>	C	-	P	-	X	<p>C=As long as information is useful. Arranged alphabetically by location, community or subject.</p> <p>Juneau office has copies of reports.</p> <p>Community Information Files are purged from records series before transfer to Records Center.</p>
		15	10	-	25		
2	<p>PROJECT FILES (Financial):</p> <p>(Design):</p> <p>Project Files include financial data regarding primary engineering drawings, CPA financial summaries, primary engineer contracts, payments requests. Also consists of correspondence, trip reports, secondary service and materials contracts. Design files include record of scope of work selection, community participation, engineering calculations, design values, final CPA financial summary, etc.</p>	C	7	-	C+7	X	<p>C=Until project is concluded and final report is issued.</p> <p>C=Until facility no longer in operation.</p> <p>Project files are identified by community and project number.</p> <p>General Correspondence, including trip reports may be retained for 3 years per the General Schedule, Item 62. Contracts (Item 54) should be retained for 3 years.</p>
		C	7	-	C+7		
3	<p>Operation & Maintenance Manuals:</p> <p>This series consists of all system operation and maintenance manuals (O&M) for all constructed facilities. O&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+7	-	-	C+7		<p>C=Until facility no longer in operation.</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>Construction Plans (Original & Electronic):</p> <p>This series includes 24" X 36" and/or 22" X 34" proposed plans and record drawings. Typically are blueprints and mylars. All new projects use the 22" X 34" plan format with a graphical bar scale. May also include half-size 11"X17" format, typically vellum or bond paper.</p> <p>Arranged by community name.</p>	C+7	-	-	C+7		<p>C=Until facility no longer in operation.</p> <p>There is a project drawings index on an Excel spreadsheet.</p>
5	<p>Product Information Files:</p> <p>Includes data relating to pipes, tanks and tank pumps, revegetation methods, burn boxes, solid waste and small wastewater systems.</p> <p>Arranged alphabetically by subject.</p>	7	-	-	7		
6	<p>Standard Specifications (Electronic):</p> <p>Reference data for developing contracts, buying materials, etc. The three main types are: A) Materials; B) Performance; C) Administrative/Contractual.</p>	C	-	-	C		<p>C=Until business need is concluded.</p> <p>Also available in hardcopy.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>EPA Project Files:</p> <p>Consists of projects that have been completed within the State of Alaska in conjunction with the EPA. ADEC is under contract with EPA to store and archive these files.</p> <p>Organized alphabetically by project and project number.</p>	7	-	-	7		
8	<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>Village Safe Water staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</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>