



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 181502

Agency ID #: 424

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF ENVIRONMENTAL CONSERVATION</p> <p>DIVISION OF WATER</p> <p>OPERATIONS ASSISTANCE</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</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>
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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 #181501 (Division of Facility Construction & Operation). Unless otherwise noted all files are retained in Juneau.

Statutory Authority: AS 46.30 (Operator Certification); 18 AAC 74; 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 Operations Assistance program develops training programs, administers examinations and certifies operators of community water and wastewater systems. Primary services include: developing training curricula, correspondence courses, certification standards, and examination materials for over 2,500 certified drinking water and wastewater systems operators. Operations Assistance also coordinates and notifies operators of training opportunities, works with the Alaska Water and Wastewater Advisory Board to establish standards for certifying operators and to adjudicate certification actions, and maintains a lending library of reference and training materials and administer semi-annual statewide certification exams.

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 4/11/08	Attorney General <i>Craig J. Tully</i>	Date 4/14/08
Signature of Division Director/Designee <i>Lynn J. Tomich Kent</i>	Date 3/11/08	Records Analyst <i>Christopher L. Hill</i>	Date 3-5-08	Commissioner of Administration <i>Ken Jensen</i>	Date 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>Operator Certification Files:</p> <p>Consists of applications to take exams, education documentation, renewal notices, exam results/certificate transmittal letters and correspondence.</p> <p>Arranged alphabetically.</p>	C+5	-	-	C+5		<p>C=Until operator is no longer certified.</p> <p>All files are retained in Juneau.</p> <p>Some data from this records series is entered into Item #4.</p>
2	<p>EXAMINATION MATERIALS (Individual Examinations):</p> <p>(Examination Answer Sheets):</p> <p>(Sample Tests):</p>	C	-	-	C		<p>C=After graded and data is entered into db (Item 4). Exams are confidential and shredded.</p>
		C	-	-	C		<p>C=Until exam is no longer administered.</p>
		C	-	-	C		<p>C=Until business need is concluded.</p>
3	<p>Applications (Abandoned):</p> <p>Applications on which there is no follow up.</p>	5	-	-	5		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Operator Certification (Electronic):</p> <p>Registration data on water treatment, water distribution, wastewater collection and wastewater treatment operators, including certifications, renewals, continuing education units, system levels, addresses.</p>	C+5	-	-	C+5		<p>C=Until operator is no longer certified.</p> <p>Some data is entered from Item #1 (Operator Certification Files).</p> <p>This database is administered via MS SQL database.</p>
5	<p>Remote Maintenance Workers (RMW's) Grant Files:</p> <p>Consists of grants, contracts, quarterly reports, annual reports, fiscal records and trip reports.</p> <p>Arranged alphabetically by individual community.</p>	C+6	-	-	C+6		<p>C=Until grant is closed out.</p> <p>Under AS 09.10.053 Statute of Limitation is 3 years. Refer also to the General Schedule Items 40 - 44, Grant Management Records.</p> <p>Working duplicate files are retained in Anchorage by Anchorage-based RMW's.</p>
6	<p>Facility Operation/Maintenance Manuals</p> <p>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	-	-	C		<p>C=Until facility no longer in operation.</p> <p>Refer also to the General Schedule Item #75, Technical Reference Files.</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>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>Operations Assistance 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>