



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

Schedule Number: 181700

Agency ID #: 668

RECORDS RETENTION SCHEDULE

Page 1 of 2

<p>DEPARTMENT OF ENVIRONMENTAL CONSERVATION</p> <p>DIVISION OF WATER</p> <p>GOVERNOR'S WATER & WASTEWATER WORKS ADVISORY BOARD</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 noted all record series are nonconfidential. This is an entirely new records schedule.

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 Governor's Water and Wastewater Works Advisory Board is a group of eight water/wastewater professionals established to advise the Department on all matters of operator certification and training. The current Board is comprised of certified operators, public works personnel, engineers and US Public Health Service personnel. New members to the Board are appointed by the Governor.

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>Glenn Cook</i>	4/11/08	<i>Craig J. Tully</i>	4/4/08
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration
<i>Lynn J. Tomich Kent</i>	3/11/08	<i>Christopher L. Huls</i>	3-5-08	<i>K. J. [Signature]</i>
				4/11/08

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 181700

Page 2

Agency ID 668

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<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>The Governor's Water & Wastewater Works Advisory Board 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>