



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 325 Schedule No: 10-325.1

DEPARTMENT OF NATURAL RESOURCES
 325 - DIVISION OF GEOLOGICAL & GEOPHYSICAL SURVEYS

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

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #102603.

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	Signature of Division Director		Date
	*		4/21/09
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	4/23/09	*	5/7/09
State Archivist	Date	Records Analyst	Date
*	5/11/09	*	3/17/09

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Geologist Logbooks Logbooks consist of notes and reference data documenting fieldwork. May include information relating to terrain, weather conditions, GPS positions and other reference material.</p> <p>Each geologist administers his own logbooks.</p>		PA		<p>Some information from this series is input into the Geologic Data Modeling System, which is used to generate geologic and derivative maps; and, the Geographical Information System (GIS), a Sun-based network shared throughout the entire Division. The GIS retains point based (GPS, a physical locator) geological data referenced by area.</p> <p>GPS = Global Positioning System</p>
<p>002 - Technical Reports Issued as a result of studies and available on the Division's website. May include maps/pamphlets, mylars, booklets, etc.</p> <p>Examples include Minerals Report SR 55 (Annual), Reports of Investigation 2001-1, etc.</p>		PA		<p>Under AS 14.56.120 four copies of published reports are submitted to the Alaska State Library.</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.

<p align="center">Retention Key</p> <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 align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>003 - Core Inventory This records series documents the receipt of processed oil and gas materials into the Geologic Materials Center (GMC). It provides core type, location information, dates, etc. for researchers.</p> <p>Cores dating from 1957 are housed in five buildings consisting of about 40 acres.</p>		PO	Y	<p>The GMC presently has in its collection approximately 11,712,000 represented feet of cuttings and core from approximately 1,519 oil and gas exploratory and production wells. The GMC is the Alaska rock-sample archive library. Cooperating agencies are: US Bureau of Land Management, US Geological Survey, US Minerals Management Service and the Alaska Oil & Gas Conservation Commission.</p> <p>The GMC is located in Eagle River and consists of one 6,000 square-foot warehouse, four 1,500 sf warehouses and 51 storage containers that are fully shelved and 40 feet in length.</p>

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