



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 564      Schedule No: 10-564.1**

DEPARTMENT OF NATURAL RESOURCES

564 - STATE PIPELINE COORDINATOR'S OFFICE (SPCO)

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

All records series may contain confidential information under AS 38.05.035(a)(9); 38.38.015; 39.25; 40.25.120; 41.35; 2 AAC 07; FOIA Exemptions, 5 USC Sec. 552. This schedule supersedes #103501.

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
Mike Thompson			12-12-12
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
	2/8/13	FOR	1/7/2013
State Archivist	Date	Records Analyst	Date
	1/10/13		1/10/13

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - Pipeline Right-of-Way Lease Case Files [Under AS 38.35]</b>                      This records series consists of serialized case files and includes: applications, amendments, abstracts, JPO Document Concurrence forms, maps, plats, surveillance reports, confirmation/report of telephone conversation, photographs, case file check list, status plat, copies of series registers from Technical Services Division, preliminary decision/final finding, other state agency analyses, commissioner decision, environmental assessments, appraisals, news articles, contingency plans, accounting receipts, grants for easement, road access, case file check lists, media releases etc.</p> <p>Arranged according to file plan.</p>	H & E	PA	Y	<p>Transfer to the State Archives when case file no longer relevant. Review every five years for files to be transferred to the State Archives.</p> <p>It is essential to maintain the integrity of these case files so they should not be split into separate records series.</p>
<p><b>001.2 - Pipeline Right-of-Way Lease Case Files (Miscellaneous Land Use Permits) [Under AS 38.05.850]</b>                      Includes water use permits issued under AS 46.15.030-185 and timber/material sales pursuant to AS 38.05.110-120. Consists of application, copy of permit, correspondence, agreement of billing maintenance, request for transfer/refund, material site plans, maps, stipulations, case file abstracts/detail, trip reports, JPO concurrence forms, check list forms, LAS printouts and misc. reports.</p> <p>Arranged by case file serial number (LAS).</p>	H & E	PA	Y	<p>C = Until lease is terminated.</p> <p>These files are tied to item #001.1 and should be transferred to the State Archives at the same time.</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><b>Retention Key</b></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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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