



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: 681 Schedule No: 10-681.1

DEPARTMENT OF NATURAL RESOURCES
 OFFICE OF THE COMMISSIONER
 681 - GAS PIPELINE PROJECT OFFICE

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 proprietary information, privileged information, and trade secrets received by the Commissioner or their representatives are not subject to public disclosure under AS 40.25. This is a new retention schedule. At the conclusion of the Gas Pipeline Project Office (GPPO), non-permanent records shall be transferred to the Department of Natural Resources' Division of Support Services.

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.

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|--|-------------------------------------|---|
| Division Director Kurt Gibson | Signature of Division Director * | Date 6/26/12 |
| Attorney General/Designee Alan Birnbaum* | Date 10/8/12 | Commissioner of Administration/Designee Scot Arehart* |
| State Archivist Dean Dawson* | Date 8/20/12 | Records Analyst Gordon E. Brown* |

* = Original signatures held on file.

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|--|----------|-----------------|-----------|---|
| 001 - AGIA Project Records Alaska Gasline Inducement Act (AGIA) Project records include the following types of files: recommendations, legal opinion copies, Commissioner's findings, AGIA license, AGIA applications, monthly licensee monitoring reports, confidentiality agreements, HTML webiste files. | H, E & D | PA | | |
| 002 - GPPO Coordination Records The Gas Pipeline Project Office (GPPO) coordination records include the following types of files: reading files, project administartion, report to legislature, timelines, permit matrices, presentations, maps, images/pictures, public notices and comments, correspondence, FERC notices. | H, E & D | PA | | FERC = Federal Energy Regulatory Commission |

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.

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| <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 align="center">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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