

DEPARTMENT OF EDUCATION  
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STATE OF ALASKA  
 RECORDS RETENTION SCHEDULE

Schedule Number: 101203  
 Agency ID: 324  
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DEPARTMENT OF NATURAL RESOURCES  
 DIVISION OF FORESTRY

KEY

A - After Audit  
 CFY - Current Fiscal Year  
 CY - Current Year  
 C - Current or as defined  
 Numerals - Years in addition to current year  
 TO - Term of Office  
 S/M - After Scanning/Microfilming  
 P - Permanent

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 series are retained on a **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 discretion.

Unless otherwise indicated all records series are nonconfidential. This records schedule supercedes #101202.

Statutory/Regulatory Authority: AS 41.17 & aa AAC 95 (Forest Resources & Practices); AS 38.04 (Land Policy & Classification); AS 38.05 (Alaska Land Act); AS 41.15 (Forests); AS 45.50 (Brand Registration); 11 AAC 71 (Timber & Materials Sales); AS 46.40 (Alaska Coastal Management Program).

The mission of the Division of Forestry is to develop, conserve, enhance, and manage the state's forests to provide a sustainable supply of forest resources for Alaska and to manage the wildland fire suppression program.

NOTE: Under 4 ACC 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.

Typed Name of Division Director	State Archivist	Date	Attorney General	Date	
Chris Maisch, State Forester	<i>Christopher L. Hill</i>	3-12-10	<i>Craig Lilly</i>	2/26/10	
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Chris Maisch</i>	2-10-10	<i>Christopher Hill</i>	2-16-10	<i>Ken Jensen</i>	3/5/10

**RECORDS RETENTION SCHEDULE CONTINUATION**

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Item No.	Records Series & Description	Retention		Disposition			Agency ID: 324 Remarks
		Office	Records Cntr Storage	State Archives	Destroy	Vital Record	
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology</p> <p>Division of Forestry staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS)</p>	C + 3		See SOA General Admin Records Retention Schedule (GRS)	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed via Records Management. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p><b>FIRE - INCIDENT REPORTS (AICC)</b></p> <p>This series documents the condition and disposition of wildland fires. Specific documentation depends on the fire. Final fire reports, including: FRS Fire Report Form 10-2161 Final Fire Narrative Dispatch Fire Report Fire Map - Final Perimeter Jurisdiction Map (Agency/Ownership) Final Statement of Costs WFSA/WFIP (Arranged by incident number)</p>	40			40		<p>Approximately 500 incidents per year. Average four cubic feet per year.</p>
3	<p><b>FIRE - INCIDENT FINANCE RECORDS (Area)</b></p> <p>This series documents supporting wildland fire incident business actions. Documents vary based on incident. Supporting administrative records may include: Timesheets, 288s (CTRs) Expenditure Reports Service Agreements Aircraft Contracts &amp; Continuing Offers Equipment Rental Agreements Claims Billings Invoices Subsistence Logs Resource Orders Commissary Records</p>	C + 3			4		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met</p> <p>Incident Finance Records retained at the Area Administrative Office.</p> <p>Approximately 600 incidents per year Volume of records depends on the fire, action taken, and resources used.</p>
4	<p><b>FIRE LITIGATION OR FEMA-DECLARED FIRES (Region)</b></p> <p>This series documents supporting records for litigation and reimbursement claims US Homeland Security/FEMA. Records in this may include all listed in Items 2,3,5,&amp; 6 (and FEMA 90-91 Form when declared). Fire Litigation Fire Records FEMA Declaration Fire Records</p>	C + 20  C + 10			C + 20  C + 10		<p>C = Close of final claim, litigation or FEMA grant. FEMA/Legal records retained by the Region. Approximately two/year. Volume depends on fire, action taken, and resources used.</p>

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		Retention		Disposition			Agency ID: 324
Item No.	Records Series & Description	Office	Records Cntr Storage	State Archives	Destroy	Vital Record	Remarks
5	<p><b>FIRE - INCIDENT RECORDS (Area) - TYPE 4 or 5 Fires</b></p> <p>Electronic Records Paper Records</p> <p>This series documents the conditions and operational activities of wildland fire suppression and monitoring.</p> <p>Documents found in this series may be dependent on the size and scope of actions taken for the wildland fire event and (if applicable) include records such as those listed in Item #6 below.</p> <p>(Arranged by incident number)</p>	Permanent CY + 3			4		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>Fire Incident Records are retained at the Area Office Volume of records depends on the fire, action taken, and resources used. Approximately 600 incidents per year</p>
6	<p><b>FIRE - INCIDENT RECORDS (Area) - TYPE 1, 2, or 3 Fires</b></p> <p>Electronic Records Paper Records</p> <p>This series documents the conditions and operational activities of wildland fire suppression and monitoring. Documents found in this series include the following.</p> <p>Final Fire Incident Records including:</p> <p>FRS Fire Report Form 10-2161 Final Fire Narrative Dispatch Fire Report Fire Map - Final Perimeter Fire Map - Final Progression Jurisdiction Map (Agency/Ownership) WFSA/WFIP Delegation of Authority Final Fire Behavior Analyst Report Contingency Plan, Narrative &amp; Map ICS-201 Local IC Briefing w/interpretation Photos, Essential, Annotated Field Weather Observations (NOT in WIMS) IAPs w/ICS-215A w/dates (Arranged by incident number)</p>	Permanent CY+9			10		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>Fire Incident Records are retained at the Area Office</p> <p>Approximately six incidents per year</p>

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Item No.	Records Series & Description	Retention		Disposition			Agency ID: 324
		Office	Records Cntr Storage	State Archives	Destroy	Vital Record	
7	<p><b>LOG BRAND RECORDS</b></p> <p>Log Brand Books</p> <p>This series documents the issuance of log brand by company name, owner and period of issuance. The final summary is published in the Log Brand Book</p> <p>Arranged alphabetically by logger name</p>	5	5	P	10		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>Annual accrual rate is approximately one cubic foot</p>
8	<p><b>TIMBER SALE CASE FILES</b></p> <p>This series constitutes a record of disposal actions for timber sales including field work, public notice, auction, disposal, administration and closure. May include: inspections, maps, timber sales contracts, performance bonds, copies of checks and other accounting data, logging plans, log brand designations, right-of-way easements, cost and appraisal data, etc.</p> <p>Arrange by state timber sale contract number</p>	C+10	80	P		X	<p>C = until case is closed</p> <p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>Annual accrual rate is approximately ten cubic feet</p>
9	<p><b>APPEAL CASE FILES</b></p> <p>The Commissioner, or designee, acts as hearing officer for appeals under AS 41.17.139. This series documents the Division's actions and may include: correspondence, legal briefs, audio tapes, diskettes, transcripts, etc.</p> <p>Arranged by title of case</p>	C+10	20	P		X	<p>C = until case is closed</p> <p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met</p> <p>Annual accrual rate is approximately less than one cubic foot</p>
10	<p><b>FOREST INVENTORY DATABASE</b></p> <p>This database contains information about timber, vegetation types and volume. It also tracks reforestation.</p> <p>This information is continually updated as conditions and timber sales change the State's inventory.</p>	P				X	<p>This information is always replaced with better information</p>

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		Retention		Disposition			Agency ID: 324
Item No.	Records Series & Description	Office	Records Cntr Storage	State Archives	Destroy	Vital Record	Remarks
10	Alaska Forest Practices Case files. This file contains Detailed Plans of Operations, variation requests, inspection documents, correspondence of timber harvest on private lands, enforcement actions, and FRPA elevation records. These are legal records.	P				X	All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met  Annual accrual rate is approximately ten cubic feet