



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 101404

Agency ID #: 323

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DEPARTMENT OF NATURAL RESOURCES	KEY
OFFICE OF THE COMMISSIONER	<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>

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, 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 discretion.

Unless otherwise noted all records are nonconfidential. This schedule includes records of the Commissioner, Deputy Commissioner and Special Assistants. This records schedule supercedes #101403.

Statutory Authority: AS 38. The Office of the Commissioner ensures that Department policy objectives and goals are met.

The mission of the Department is to develop, conserve, and maximize the use of Alaska's natural resources consistent with the public interest. Core services include: to provide opportunities to utilize state land and water resources; to acquire and provide hydrologic, geologic, geographic, historical site, and other land record and natural resource information; to acquire land; to make land available for sale to the public and to transfer land to municipalities; to preserve and enhance the value of state land and water resources and coastal areas; to mitigate potential disasters and hazards; and, to comply with federal regulations.

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
Tom Irwin, Commissioner	<i>D. Dawson for</i>		<i>6/22/09</i>	<i>Craig J. Tulley</i>	<i>6/19/09</i>
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	<i>4/3/09</i>	<i>D. Dawson</i>	<i>3/12/09</i>	<i>Bill Weber</i>	<i>6-16-09</i>

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>COMMISSIONER RECORDS:</p> <p>The Commissioner General Records Retention Schedule includes the following types of files: reading, program administration, special projects, legislative, regulation, policies, procedures, legal opinions, reports, minutes/meeting, public information and hearing officer.</p> <p>The General Administrative Records Retention Schedule includes other administrative records related to: Budget Preparation; General Accounting; Grant Mgt; Procurement, Leasing & Property; General Admin; Personnel Admin; and, IT.</p>			See GS	See GS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>GS: General Schedule</p> <p>The Commissioner General Records Retention Schedule and General Administrative Records Retention 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 General Administrative Records Retention Schedule or the Commissioner General Schedule.</p>