



# 103501

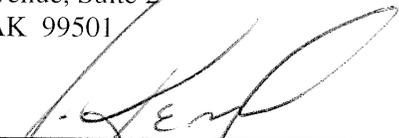
# JOINT PIPELINE OFFICE RETENTION SCHEDULE

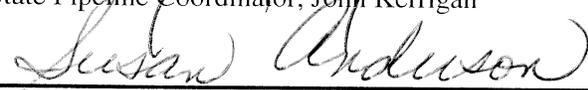
DIVISION OF FINANCE  
JAN 21 2003

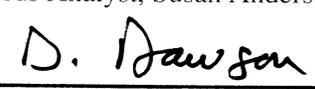
Department of Education  
Division of Libraries, Archives and Museums  
Archives and Records Mngt. Services  
141 Willoughby Avenue  
Juneau, AK 99801-1720

Department of Natural Resources  
State Pipeline Coordinator's Office  
411 W. 4<sup>th</sup> Avenue, Suite 2  
Anchorage, AK 99501

Department of the Interior  
Bureau of Land Management  
Alaska State Office  
222 W. 7<sup>th</sup> Avenue #13  
Anchorage, AK 99513-7599

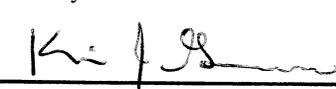
  
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State Pipeline Coordinator, John Kerrigan 1/3/2003

  
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Records Analyst, Susan Anderson 1/6/2003

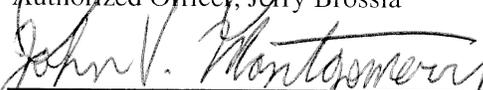
  
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State Archives Records Analyst, Dean Dawson 1/15/03

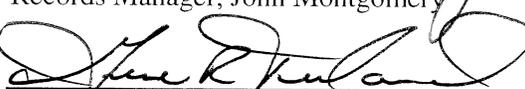
  
\_\_\_\_\_  
State Archivist

  
\_\_\_\_\_  
Attorney General

  
\_\_\_\_\_  
Commissioner of Administration 2/12/03

  
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Authorized Officer, Jerry Brossia 1/6/2003

  
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Records Manager, John Montgomery 1/6/2003

  
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State Director, Henri Bisson 1/7/2003

for

## Joint Pipeline Records Retention

Schedule No: 103501  
Agency ID: 564

Item	Series/Description	AK State Retention Schedule	Federal Retention Schedule	Remarks	JPO Retention Schedule
1	<b>Pipeline ROW Case Files</b> State Pipeline ROW Lease AS 38.35	AS 40.21		Serialized casefiles containing copies and/or originals of documentation from pre-application	Permanent as historical information to casefile of pipeline lease or application.
2	Federal Pipeline ROW Grant 43 CFR 2880		BLM Schedule 4/15/a	to closing.	
3	<b>Right-of-Way files</b> Federal ROW Grant 43 CFR 2800		BLM Schedule 4/15/a/b/c	Casefiles containing copies and/or originals of documentation from pre-application	Permanent as historical information to casefile of pipeline lease or application.
4	State ROW Grant AS 38.05.850	AS 40.21		to closing.	
5	<b>Miscellaneous Land Use Permit</b> Federal 43 CFR 2800		BLM Schedule 4/15/b	Casefiles containing copies and/or originals of documentation from pre-application to closing.	Permanent as historical information to casefile of pipeline lease or application.
6	State AS 38.05.850	AS 40.21 Until expiration of permit			

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7	Water Use AS 46.15.030-185	AS 40.21	BLM Schedule 4/20/a	Casefiles containing copies and/or originals of documentation from pre-application to closing.	Permanent as historic information to casefile of pipeline lease or application.
8	<b>Timber or Material Sale</b> State AS 38.05.110-120	AS 40.21		Disposal of timber and material resources by contract or permit located on public lands.	Permanent as historical documentation.
9	Federal 43 CFR Part 3600		BLM Schedule 4/6/a/b		
<b>Administrative Records Not Casefile Related</b>					
10	Reading Files	AS 40.21 Schedule 0001000, File on calendar year. 1 year		Maintained in date chronological order, outgoing memos, letters and reports.	Permanent, Retain for 10 years then offer to State Archivist and NARA.
11	Public Information Records used to support an agency's program, reports, news clippings, mailing lists, correspondence, websites.	AS 40.21, Schedule 0001000, file on calendar year.		Short term public information purposes only.	Disposal of obsolete records at regular intervals when administrative need is met or superceded.
12	Public Records Log and Requests for Information	6 AAC 96.320 1 year	BLM Schedule 14/1 GRS 14/1 Destroy after 3 months	General Public inquiries not related to Case File.	Retain for 1 year.
13	Photo Files, Video Tapes, CD, DVD			Items must be catalogued and identified.	Permanent, as historical information and documentation. Remastered as superceded by technology.

14	Agency Structure documentation of the functions and history of the agency, org charts, speeches, video tapes, news clippings.	AS 40.21, Schedule 000100, Retain until Administrative need is met then transfer to State Archives	BLM Schedule 16/18/ a & b	Duplicates should be destroyed. Items must be catalogued and identified.	Permanent, as historical information and documentation.
15	Budget Preparation/drafts	AS 40.21, Schedule 000100, 4 AAC 59.015 3 years after end of current fiscal year	BLM Schedule 5/12/b/(2) NARA 5/2/b(2)	Budget estimates and justification files, field office copies	Temporary, destroy when administrative need is met or superceded. Usually held 3 years after close of fiscal year.
16	Final Budget Submission	AS 40.21, Schedule 000100, 4 AAC 59.015 3 years after completion of fiscal budget year	BLM Schedule 5/4/ GRS 5/4	Final apportionment files, obligations etc.	Retain for 3 years after close of fiscal year.
17	Division budget preparation Working File	AS 40.21, Schedule 000100, 4 AAC 59.015 1 year after end of current fiscal year	BLM Schedule 5/12/b(2) NARA 5/2/b(2)	Budget estimates submitted to Admin head for budget consolidation	Retain until budget finalized.
18	Expenditure Records	AS 37.05.140 Schedule 000100, 4 AAC 59.015 Originals are maintained up to 15 months in agency office	BLM Schedule 7/4/a & b	Records used as posting and control media, subsidiary to general and allotment ledgers.	Retain for 3 years after end of current fiscal year.

19	Payroll	Automated	1 year	BLM Schedule 2/1/a GRS 2/1/a	Duplicates may be destroyed as soon as administrative need is met Retention Calendar Year	Retain for 3 years after end of current fiscal year.
		Individual	as long as active + 1year (originals)			
		Original	AS 23.05.080, AS 23.10.100 Schedule 000100 Retain 3 years after end of fiscal year			
20	RSA		AS 40.21 Schedule 000100, 4 AAC 59.015 Closeout plus 3 years (originals)		State Requirement closeout is end of fiscal year OR end of project	Retain for 3 years after end of current fiscal year.
21	Travel	Routine	AS 40.21, Schedule 000100, 4 AAC 59.015 (Original) 1 year after current fiscal year	BLM Schedule 9/4/a GRS 9/4/a	Routine travel records, forms correspondence etc.	Retain for 3 years after end of current fiscal year
		Accountability		BLM Schedule 9/4/b GRS 9/4/b	Includes individual employee travel case files, vouchers receipts maintained by field office	Retain for 3 years after end of current fiscal year for audit.
		Non-federally funded		BLM Schedule 9/11/b	Statements, forms and other records	Retain for 4 years after end of current fiscal year for audit.
22	Vendor Files	File consists of copies of financial transaction registers postage meter documenting the	AS 40.21, Schedule 000100, 4 AAC 59.015 3 years after	BLM Schedule 2/2/	Record copy maintained in AK Div of Admin in each Dept	Retain for 3 years after close of fiscal year.

23	Adjusting Entries documents generated for "internal" use which are not sent to Div of Finance, include backup for adjusting journal entries and journal entry logs.	AS 40.21, Schedule 000100, 4 AAC 59.015 3 years after current fiscal year		Working copies to be kept until administrative need is met.
24	Accounting Reports routine balancing and status reports produced by centralized state accounting system reflecting expenditures and receipts reported by agency	AS 40.21, Schedule 000100, 4 AAC 59.015 Retain until admin need is met by Div of Finance	Record copy is retained by AK Div of Finance	Retain until report is superceded or obsolete.
25	Revenue Accounting source documentation related to billing, cash receipt records deposit slips etc.	AS 40.21, Schedule 000100, 4 AAC 59.015 3 years after end of current fiscal	Reimbursement billing and payment documents retained as Permanent Case File documentation.	Retain for 3 years after close of current fiscal year. Billing and payment documents retained as permanent Case File record.
26	Banking Records bank transactions for revenue and payments, deposit slips	AS 40.21, Schedule 000100, 4 AAC 59.015 Retain record copy for 3 years		Retain for 3 years after close of current fiscal year.
27	Reconciliation Work Papers fiscal records of receipts and disbursements used to reconcile accounts, to include spreadsheets, supporting docs	AS 40.21, Schedule 000100, 4 AAC 59.015 Retain 3 years after end of current fiscal year	State Requirement AK retain for audit purposes	Retain for 3 years after close of current fiscal year.
28	Grant Program Files documentation of grant funds received, expended, administered	AS 40.21, Schedule 000100, 4 AAC 59.015 AK record copy is maintained by agency.	Maintain until Federal audit is complete or 3 years after grant close out, which ever is later.	Retain until all audits are complete or 3 years after grant close out, which ever is later.

29	Procurement/Vendor Files Under \$2,000 federal, no dollar amount for state when no formal contract for purchase, logs, payment etc.	AS 40.21 Schedule 000100/50	BLM Schedule 3/3/a/(1)(b) GRS 3/3/a(1)(b)	Original maintained by General Services. or delegated agency. Duplicates may be disposed after administrative need is met.	Retain for 3 years after close of fiscal year.
30	Over \$2,000 Federal		BLM Schedule 3/3/a(1)(a) GRS 3/3/a(1)(a)	Original maintained by General Services for life of contract plus 3 years.	Retain copies for 3 years after close of contract.
31	Contract Admin Original is kept by General Services	AS 40.21, Schedule 000100/52	BLM Schedule 3/3/a(1)(a) GRS 3/3/a(1)(a)	State Requirement Duplicates may be destroyed as soon as admin need met.	Retain copy for 3 years after close of contract.
32	Lease Admin - Space	AS 40.21, Schedule 000100/53	BLM Schedule 11/2/a, Destroy 2 years after lease termination.	Record copy maintained by General Services for 1 year after lease termination.	Permanent retention as historical record.
33	General Correspondence not related to casefile ie: thank you, awards, general information requests	AS 40.21 Schedule 000100/62			Retain 3 years after close of fiscal year
34	Legal Opinions	AS 40.21 Schedule 000100/63		Record copy maintain by Attorney General	Retain until administrative need is met.
35	Legislative/Regs/Bill	AS 40.21 Schedule 000100/64		AK State Library/Archives maintains.	Retain until administrative need is met.

36	Minutes and Meetings Major policy Making	AS 40.21 Transfer to AK State Archives		Permanent casefile information.	Permanent retention as Case File historical information.
37	Minutes and meetings Non-Policy Making	AS 40.21 Schedule 000100/66		Recommends disposal	Retain for 1 year or until administrative need is met.
38	Policies and Procedures Major decisions, opinions or manuals for critical functions	AS 40.21 Schedule 000100/67		Permanent casefile record if impacts mission and function of JPO.	Non-casefile information retain 3 years after policy/procedure is no longer active then submit to State Archives. Casefile permanent retained.
39	Policies and Procedures Routine Procedures	AS 40.21 Schedule 000100/68	BLM Schedule 16/1/a GRS	Informational Bulletins Memorandums etc.	Retain 3 years after policy is no longer active.
40	Audits private firms, OMB, etc.	AS 40.21 Schedule 000100/74		Retain until administrative need is met.	Retain as permanent historical information.
41	Personnel Files	AS 40.21 Schedule 000100/90/91	BLM Schedule 1/14/a GRS1/14/a	Record Copy maintained by Personnel office of each agency.	Retain for 1 year after employee separates. CONFIDENTIAL
42	Recruitment, Selection & Appointment Records	6 AAC 30.840 AS 40.21 Schedule 000100/92	BLM Schedule 1/4 a & b 1/14/a & b 37261		Retain record copy for 4 years.
43	Employment Inquiries	AS 40.21 Schedule 000100/93			Retain until administrative need is met. No more than 6 months.

50	Databases	4AAC 59.005	BLM Schedule 18/41/a GRS 18/30/a	Contains information fields arranged and secured so that the information can be maintained, modified and analyzed for use for various purposes. Databases are used to provide information on different subjects and are changed at various times by adding, deleting or modifying data	Keep until administrative need is met or superseded then destroy
51	Electronic Spreadsheets	4AAC 59.005	BLM Schedule 20/15/a GRS 20/15/a	Used to created a periodic report from summarized data.	Information may be deleted once the record copy has been produced
52	Electronic Mail E-Mail	4 AAC 59.005	BLM Schedule 18/41/a GRS 18/30/a	E-mail records fall under the statutory definition of public records. Official e-mail correspondence is defined as documenting the major functions activities and programs of JPO.	Information may be deleted after 90 days once the official records copy has been produced. and admin need has been met.
53	Optical Imaging Scanning	4 AAC 59.005	BLM Schedule 20/3/b(1) GRS 20/3/b(1)	Conversion of hard copy record into an electronic form for use by large number of employees at any one time via a search engine. In no way reflects the total or complete official records of JPO.	Information is contained in official record hard copy format.

54	Graphics Files Photos, drawings	4 AAC 59.005	BLM Schedule 21/30/a & b Permanent for official record copy.	Computer files that store an image. Files can be "born digital" like pictures taken with a digital camera or they can be hard copy images reformatted (scanned) into a digital file.	Photo collection formatted on CD is official record and permanent. Other digital information is for reference only and may be deleted when need met or superceded. Remaster when technology is superceded.
55	Special Purpose Programs	4 AAC 59.005	BLM Schedule 20/11/ a & b GRS 20/11 a & b	These records consist of application software or automated program code which generates the machine-language instructions used to maintain a master file or database or operate an automated information system.	Delete when related master file, database or application is no longer in use and has been deleted.
56	Data Processing Operating Procedures	4 AAC 59.005	BLM Schedule 20/1 a & b GRS 20/1/a & b	Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup and other aspects of data processing operation. May exist in electronic or paper form.	Suggest destroy when administrative need is met or superceded.
57	Data Processing Hardware Document- ation	4 AAC 59.005	BLM Schedule 20/11/a & b GRS 20/11/ a & b	Records documenting use, operation and maintenance of JPO's data processing equipment May be in either electronic or paper form and may include any operating manuals, hardware/ operating system requirements, configurations and equipment control systems.	Destroy after JPO no longer uses related hardware and all data is transferred to and made useable in new hardware environment.

58	System Backup Files	4 AAC 59.005	BLM Schedule 20/8/c GRS Magnetic network media retained for 2 years. Incremental changes to all files on magnetic media is retained for 1 week. Magnetic workstation media is retained for 1 month.	Copies of master files or databases, application software logs, directories and other	Tape copy of magnetic network media retained for 2 years. Incremental changes to media are retained for 1 week. Magnetic workstation media is retained for 1 month.
59	Finding Aids (Indexes) or Tracking Systems	4 AAC 59.005	BLM Schedule 20/9/a GRS 20/9	Consists of electronic indexes manuals, lists, registers, etc., used only to provide access to records.	Destroy when administrative need is met.
60	Help Desk Telephone Logs and Reports	4 AAC 59.005	BLM Schedule 18/34/d GRS Temporary	Records used to document requests for technical assistance and responses to requests as well as to collect information on the use of computer equipment.	Destroy when administrative need is met.
61	Software Review Files	4 AAC 59.005	BLM Schedule 20/3/b(1) GRS 20/3/b(1)	Records related to the review and recommendations for software for agency use.	Destroy when administrative need is met.
62	Network Site Equipment Support Files	4 AAC 59.005	BLM Schedule 20/3/b(1) GRS 20/3/b(1)	Records documenting support services provided to specific sites and computer systems.	Destroy when administrative need is met.

63	Inventory of Circuits, Network Connections	4 AAC 59.005	BLM Schedule 20/11/b GRS 20/11/b	Automated or paper records containing information on network circuits used by JPO.	Destroy when administrative need is met or superceded
64	Network or Circuit Installation and Service Files	4 AAC 59.005	BLM Schedule 20/11/b GRS 20/11/b	Requests by JPO to other agencies or service provides for data communication service installation or repair and responses.	Destroy when administrative need is met or superceded
65	Network Usage Files	4 AAC 59.005	BLM Schedule 18/34/d GRS Temporary	Electronic files or logs created to monitor network usage	Destroy when administrative need is met
66	Network Implementation Project Files	4 AAC 59.005	BLM Schedule 20/1/a GRS 20/1/a	JPO records used to plan and implement a network or program development.	Suggest keep until network is installed or program developed
67	Unofficial Data Network Data	4 AAC 59.005	BLM Schedule 20/2/c GRS 20/2/a	Information generated by outside sources for general reference purposes as to legal statutes, manuals, industry standards.	Destroy when administrative need is met or superceded.
68	Access to IT Systems	4 AAC 59.005	BLM Schedule 18/34/d GRS Temporary	Request for access changes, deletion of users and revocations	Destroy 1 year after separation or transfer of employee

44	PCN's	AS 40.21 Schedule 000100/94		Record copy maintained by AK Div. Of Personnel.	Retain until Administrative need is met.
45	Accident/Incident Reports	AS 40.21 Schedule 000100/95		Record copy kept at AK Div. Of Risk Mngt., Dept of Admin.	Retain duplicates until administrative need is met.
46	Training Records	AS 40.21			Retain until employee separates, then destroy.
47	Printing/Binding Duplication		BLM Schedule 13/2/a	Job completion, requisitions bills, samples etc.	Temporary, destroy 1 year after completion.
48	Records Disposition Files	AS 40.21 Schedule 000100/72	BLM Schedule 16/2/a	Documentation of records description and disposition	Retain all documents to be kept permanent for reference purposes

Electronic records fall under the definition of public records despite the fact that they are hardware and software dependent. Records in this retention schedule are temporary working records, common to the day-to-day operation of the electronic systems. These records generally relate to the operation and maintenance of the electronic system and not to the programmatic function of JPO. Records are maintained in hard copy and the electronic version is to be utilized as a tool and search engine of the hard copy system for the general use of employees at JPO. It is the responsibility of JPO to ensure that temporary records maintained in any electronic system remain accessible for their full retention period as their official paper copy is required.

49	Word Processing/ Text	4AAC 59.005	BLM Schedule 20/13 GRS 20/13	Documents such as letters, messages, memos, reports, handbooks, policies and procedures and manuals are examples of records created in word processing applications and are considered works in progress or drafts until the paper final draft is accepted as the official version.	This information may be deleted once the record copy has been produced and no longer needed for reference
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