



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule No: 103802

Agency I.D: 609

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RECORDS RETENTION SCHEDULE

RETENTION KEY

FORMAT KEY

DEPARTMENT OF NATURAL RESOURCES OFFICE OF THE COMMISSIONER MENTAL HEALTH TRUST LAND OFFICE	A - Audit	PA - Permanent (Transfer to State Archives)	H - Hardcopy
	C - Cut-off date/event	PO - Permanent (Retain in Office)	E - Electronic
	CY - Current Year	TO - Term of Office	D - Database
	CFY - Current Fiscal Year	Bus. Ess. - Business Essential Record	S - Scanned
			M - Microform

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRS), 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 permanent retention in the State Archives in accordance with AS 40.21.030.

Under 11 AAC 99.120 certain records may be deemed confidential if the Executive Director determines that release of materials is inconsistent with trust management principles delineated in 11 AAC 99.020, including sensitive contract negotiation documents or other operating records that include proprietary business information and/or resource data (e.g. confidential private customer information, Trust oil/gas geophysical data, etc...). This records schedule supersedes #103801.

Statutory/Regulatory Authority: AS 37.13.300.

The Trust Land Office manages Mental Health Trust land to generate income, which is used by the Alaska Mental Health Trust Authority (AMHTA) to improve the lives and circumstance of Trust beneficiaries. The 1994 settlement reconstituted the Alaska Mental Health Trust, and the related legislation transferred nearly one million acres of land to the AMHTA. The Office manages existing permits, claims, contracts and leases Trust lands in a manner consistent with its statutory mandates.

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, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director GREG JONES	State Archivist D. Dawson	Date 5/31/12	Attorney General Ala. Blue	Date 4/24/12
Signature of Division Director/Designee Leann McHarris for	Date 5/21/2012	Records Analyst [Signature]	Date 5/31/12	FOR Commissioner of Administration [Signature]

T.L.O. Business Map.
 V02 5/16/2011

Records Retention Schedule Continuation			Agency I.D: 609		Schedule No: 103802		Page 2 of 2	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
2	1	<p>Mental Health Trust Lands Settlement Program Records</p> <p>This series documents the State's management of the AMHT lands and includes program correspondence, reports, recommendations, legal opinions, public hearings, and other supporting documents.</p>	H	C	10	PA	X	There will be no further accretions.
3	2	<p>Special Projects</p> <p>This series consists of Trust land management special project files including closed resource agreements (e.g., leases, sales, rights-of-way) and planning documents.</p> <p>Arrangement by resource area (e.g., timber, oil, gas) and/or agreement type.</p>	H	C	15	C+15*	X	<p>C = Until project is concluded or business need is concluded.</p> <p>* = Submit file titles for archival review prior to disposition.</p>