



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
 POB 110525, 141 Willoughby  
 Juneau, AK 99811-0525  
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 104001

Agency ID #: 652

Page 1 of 3

APR 14 2009

DIVISION OF FINANCE

<p>DEPARTMENT OF NATURAL RESOURCES           DIVISION OF COASTAL &amp; OCEAN MANAGEMENT</p>	<p style="text-align: center;"><b>KEY</b></p> <p>A - After Audit    Numerals - Years in addition to current year          CFY - Current Fiscal Year          CY - Current Year    TO - Term of Office          P - Permanent    S/M - After Scanning/ Microfilming          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 series are nonconfidential. This records schedule supersedes #104000.

Statutory/Regulatory Authority: AS 46.39; AS 46.40; 6 AAC 50, 80 & 85.

The Alaska Coastal Management Program provides stewardship for Alaska's rich and diverse coastal resources to ensure a healthy and vibrant Alaskan coast that efficiently sustains long-term economic and environmental productivity.

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  <b>Randy Bates</b>	State Archivist <i>D. Dawson for</i>	Date <b>4/15/09</b>	Attorney General <i>Craig J. Tilley</i>	Date <b>4/9/09</b>	
Signature of Division Director/Designee <i>[Signature]</i>	Date <b>4-1-09</b>	Records Analyst <i>Christopher L. Hies</i>	Date <b>3-17-09</b>	Commissioner of Administration <i>[Signature]</i>	Date <b>4/14/09</b>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER 104001**

**Page 2**

**Agency ID 652**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	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>Alaska Coastal &amp; Ocean Management (COM) staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>Coastal Policy Council (dissolved in 4/2003) minutes and meeting files are retained until administrative need is met; and, then transferred to the state archives (Item 65).</p> <p>The General 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 GRS.</p>
2	<p><b>COASTAL PROGRAM UNIT District Planning Files (Originals):</b></p> <p>(Master &amp; Work Copy Microfilm):</p> <p>(Electronic Record Copy):</p> <p>Program development phase records. Includes public notices, resolutions, local ordinances, orders of approval, correspondence, and distribution lists. Also includes copy of approved plan for each district.</p>	C 25 35	- - -	- P -	C - 35		<p>C=Until document is imaged (filmed/scanned) and verified. Originals may be disposed after microfilm is certified "true &amp; correct"; or, after document is scanned and verified. Microfilm exists for files pre-1995. Agency retains work copy film; masters are transferred to the state archives.</p> <p>Records are scanned into the Full Stop information system and saved according to COM standard operating policies and procedures. Once revised, plan file are put in non-active archive (e.g removal disk storage.)</p>
3	<p><b>COASTAL PROGRAM UNIT Program Management Records (Originals):</b></p> <p>(Master &amp; Work Copy Microfilm):</p> <p>(Electronic Record Copy):</p> <p>Includes correspondence, reports, recommendations, legal opinions, state and federal implementation procedures, program amendments, amendment reviews and comments, public hearings, concept and state approved amendment drafts, and other supporting documentation.</p>	C 25 35	- - -	- P -	C - 35		<p>C=Until document is imaged (filmed/scanned) and verified. Originals may be disposed after microfilm is certified "true &amp; correct"; or, after document is scanned and verified. Microfilm exists for files pre-1995. Agency retains work copy film; masters are transferred to the state archives</p> <p>Records are scanned into the Full Stop information system and saved according to COM standard operating policies and procedures. Select information from these files is entered into a Microsoft Access database (PROGOBJS).</p>

<b>RECORDS RETENTION SCHEDULE CONTINUATION</b>	<b>SCHEDULE NUMBER</b> 104001	<b>Page 3</b>
	<b>Agency ID</b> 652	

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>PROJECT CONSISTENCY REVIEW SECTION</b>  <b>Case Files (Originals):</b></p> <p>(Master &amp; Work Copy Microfilm):</p> <p>(Electronic Record Copy):            Consists of project review files, including project information sheets, questionnaires, distribution lists, project descriptions, permits, correspondence, public notices and comments, comments of resource agencies and coastal districts, proposed and final consistency determinations and modifications to projects. Includes project reviews approved and denied, as well as "no-review" projects."</p>	C	-	-	C		<p>C=Until document is imaged (filmed/scanned) and verified. Originals may be disposed after microfilm is certified "true &amp; correct"; or, after document is scanned and verified. Microfilm exists for files pre-1995. Agency retains work copy film; masters are transferred to the state archives</p> <p>Records are scanned into the Full Stop information system and saved according to COM standard operating policies and procedures. Maps, topographical maps, plats and other large layout documents will be microfilmed in black and white or grayscale as appropriate.</p>
		25	-	P	-		
		35	-	-	35		