



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 322 Schedule No: 10-322.2

DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF AGRICULTURE
 322 - DIVISION OF AGRICULTURE

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #10-322.1

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 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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
<i>Franci Havemeiste</i>	<i>Franci Havemeiste</i>		<i>8/13/14</i>
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
<i>Alan Birenbaum</i>	<i>8/10/14</i>	<i>FOR</i>	<i>8/22/14</i>
State Archivist	Date	Records Analyst	Date
<i>D. Dawson</i>	<i>8/26/14</i>	<i>Stacy Jensen</i>	<i>8-25-14</i>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Animal Brand Records (Case Files & Brand Book) This series documents owners that have an exclusive right to a brand or mark for certain species (cattle, horses, etc.). Includes facsimile of brand, correspondence, copy of certificate of acceptance.</p> <p>Case files are arranged alphabetically by owner name. Brand Books are arranged alphabetically by letter, figures, characters, and miscellaneous.</p>	H	PA	Y	<p>The Brand Book is published every five years and made available to the public.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
<p>002 - Agricultural Land Sale Case Files This series consists of farm conservation plans, correspondence, inspections, and field notes.</p> <p>Arranged alphabetically by parcel holder name.</p>	H	T	Y	<p>T = Six years after closure case files are transferred to the Division of Mining, Land & Water Contract Administration Section where they are retained permanently.</p> <p>Terms of sale, including agricultural covenants, require that the land be used only for agricultural purposes, regardless of resale.</p>
<p>003 - Grazing Lease Files This series documents adjudication, issuance and followup inspections of grazing leases issued by the department. Includes copies of applications, public notices, leases and inspection documentation.</p> <p>Arranged numerically.</p>	H	PA	Y	<p>Annual accrual rate is approximately 1 cubic foot.</p>
<p>004 - Agricultural Market This records series consists of a technical reference file of agriculture related studies.</p> <p>Arranged alphabetically by topic.</p>	H	C		<p>C = Until records are obsolete, superseded or no longer needed for business purposes.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key	Format Key	Bus. Ess = Business Essential
<p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>005 - Agricultural Land Disposals This series documents the division's process in disposing of lands that are classified agriculture. Includes references to or copies from existing land use plans establishing the agricultural classification, title searches, public notices, division and department decisions, public input, disposal publications (brochures), and records concerning the holding and results of the disposal.</p> <p>Arranged chronologically.</p>	H	C+6		C = Until disposal is completed.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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