



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

Schedule Number: 101802

Agency ID #: 322

RECORDS RETENTION SCHEDULE

Page 1 of 3

DEPARTMENT OF NATURAL RESOURCES DIVISION OF AGRICULTURE DIVISION OF FINANCE MAR 11 2009	<b>KEY</b> 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
--	--

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 supercedes #101801.

Statutory/Regulatory Authority: AS 03; AS 03.22; AS 03.10; AS 41.10; AS 38.05; AS 41.10; AS 41.17.

The Division of Agriculture, in cooperation with industry representatives, administers the Governor's agricultural policy for Alaska. The Division seeks to create opportunities by providing consistency and stability in State agricultural programs. Agricultural assets owned by the Division are managed to encourage privatization, maximize return to the State, and encourage unsubsidized development.

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>Franci Havemeister</b>	State Archivist <i>Glen Stook</i>	Date 3/26/09	Attorney General <i>Craig J. Tilley</i>	Date 3/6/09	
Signature of Division Director/Designee <i>Franci Havemeister</i>	Date 2/5/09	Records Analyst <i>D. Dawson</i>	Date 1/26/09	Commissioner of Administration <i>Ken Jensen</i>	Date 3/20/09

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**101802**

**Page 2**

**Agency ID**

**322**

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>The Division of Agriculture 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>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>ANIMAL BRAND RECORDS Case Files &amp; Brand Book:</b></p> <p>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>	C+6	-	P	-	X	<p>C=Until brand is no longer current. 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>
3	<p><b>Agricultural Land Sale Case Files:</b></p> <p>This series consists of farm conservation plans, correspondence, inspections, and field notes.</p> <p>Arranged alphabetically by parcel holder name.</p>	C+6	-	-	-	X	<p>C=Until case is closed. Six years after closure case files are transferred to the Division of Mining, Land &amp; Water Contract Administration Section where they are retained permanently. Refer to Records Schedule 102702, Item 2, Land Sale Case Files.</p> <p>Terms of sale, including agricultural covenants, require that the land be used only for agricultural purposes, regardless of resale.</p>

<b>RECORDS RETENTION SCHEDULE CONTINUATION</b>	<b>SCHEDULE NUMBER</b> 101802	<b>Page 3</b>
	<b>Agency ID</b> 322	

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Grazing Lease Files:</b></p> <p>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>	C+6	-	P	-	X	<p>C=Until termination or expiration of lease.</p> <p>Annual accrual rate is approximately 1 cubic foot.</p>
5	<p><b>Agricultural Market &amp; Economic Studies:</b></p> <p>This records series consists of a technical reference file of agriculture related studies. Includes price and yield comparison history for on-going loans, which is used by farm decision makers.</p> <p>Arranged alphabetically by topic.</p>	C	-	-	C		<p>C=Until records are obsolete, superceded or no longer needed for business purposes.</p>
6	<p><b>Agricultural Land Disposals:</b></p> <p>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>	C+6	-	-	C+6		<p>C=Until disposal is completed.</p>