



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 329      Schedule No: 10-329.1**

DEPARTMENT OF NATURAL RESOURCES  
 DIVISION OF MINING, LAND & WATER  
 329 - WATER RESOURCES

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

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #101002.

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
	*	9/6/11
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	8/5/11	*
State Archivist	Date	Records Analyst
*	9/14/11	*
		Date
		9/14/11

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Application for Water Rights; Application for Reservation of Water; Permit to Appropriate Water; Certificate of Appropriation; Certificate of Reservation</b>                      According to AS 46.15 this records series documents the State's action regarding water rights and consists of the following: application, possessory interest document, map, right-of-access document, water source and use information, well driller's log, plans of impoundment or diversion structures, notarized statement of beneficial use, status plat, receipt, coastal project questionnaire and determination, acceptance letter, water usage reports, public notice, affidavit of publication, comments from other agencies (ADF&amp;F, ADEC, and local government), comments from senior water right holders, comments from adjacent landowners and other concerned parties, response to objections, appeal, response to appeal, permit , certificate, transfer of ownership document, address change document, permit extension, amended certificate, hydrologic studies, notice of relinquishment, revocation, closure letter, and correspondence.</p> <p>Arranged by Land Administration System (LAS) number (post 1982 files) or Alaska Division of Lands (ADL) number.</p>	H	C+10	Y	C = Until application, permit or certificate is closed.
<p><b>002 - Application for Temporary Water Use Permit</b>                      According to AS 46.15 this records series documents the State's action regarding temporary water uses and consists of the following: application, map, water sources and use information, well driller's log, plans of impoundment or diversion structures, status plat, receipt, coastal project questionnaire and determination, acceptance letter, water usage reports, public notice, comments from other agencies (ADF&amp;F, ADEC, and local government), permit, permit extension, closure letter, and correspondence.</p>	H	C+3		C = Until application or permit is closed.

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><b>Retention Key</b></p> <p>A = Until Audit                      C = Cut-off event/date                      CY = Current Year                      CFY = Current Fiscal Year                      PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)                      S = Until Scanned                      T = Transfer                      TO = Term of Office</p>	<p><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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<b>003 - Dam Safety Files</b> This series consists of engineering reports, plans and specification for dams. Arranged alphabetically by dam.	H	C+10	Y	C = Until documentation is obsolete, superseded or administrative need is met.
<b>004 - Hydrologic Survey Project Files</b> This series consists of surface and ground water quantity/quality issues. Arranged alphabetically by project.	H	C	Y	C = Until documentation is obsolete, superseded or administrative need is met.
<b>005 - Hydrologic Survey Navigability Files</b> This series consists of project files and regional reports.  Arranged alphabetically.	H	C	Y	C = Until documentation is obsolete, superseded or administrative need is met.
<b>006 - Water Rights Electronic Information Systems</b> This system is used for protecting water rights holders and public interest. Contains priority date; water source, use, and quantity information; ownership; legal description; and case file number.	E	C	Y	C = Until documentation is obsolete, superseded or administrative need is met.
<b>007 - Dam Safety Database</b> This system contains information regarding 72 regulated dams and is used to protect life and property. Contains name, type, sue, owner, and date constructed/inspected.	D	C	Y	C = Until documentation is obsolete, superseded or administrative need is met.
<b>008 - Alaska Water Use Data System (AKWUDS)</b> The purpose of this database is to assist with water resource assessment and management. Contains data on known water usage collected at locations throughout the state.	D	C	Y	C = Until documentation is obsolete, superseded or administrative need is met.
<b>009 - Well Log Tracking System (WELTS)</b> This database is used for determining likely ground water conditions. Contains water well driller's logs collected throughout the state and ground water data associated with water well drilling operations, including depth, location and quantity.	D	C	Y	C = Until documentation is obsolete, superseded or administrative need is met.

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<p><b>010 - Alaska Rivers Information Database (ARID)</b>                      The purpose of this database is to assist with water resource assessment and management. Consists of geomorphic data and location of Alaska rivers and streams, including physical parameters such as length, drainage, elevation, etc.</p>	D	C	Y	C = Until documentation is obsolete, superseded or administrative need is met.

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<p align="center"><b>Retention Key</b></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"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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