



Division of Libraries, Archives and Museums
 Archives and Records Management Services
 141 Willoughby Avenue
 Juneau, AK 99801-1720
 465-2276; [Voice]; 465-2465 [Fax]

STATE OF ALASKA

Schedule Number: 100305

Agency ID #: 338

RECORDS RETENTION SCHEDULE

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T-710 P.03/08 F-788

DEPARTMENT OF NATURAL RESOURCES

DIVISION OF MINING, LAND & WATER

REGULATORY/PROPERTY MANAGEMENT/SURFACE COAL

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- Numerals - Years in Addition to current year
- TO - Term of Office
- M - After Microfilming
- C - Current/or as defined

This agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on Calendar year basis.

Records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

DIVISION OF MINING, LAND & WATER
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Unless otherwise noted all records series are nonconfidential.

Regulatory/Regulatory Authority: AS 27; 11 AAC 82, 84, 85, 86, 88, 90, 96, 97.

The Division of Mining, Land & Water is responsible for making available the use and development of the State's mineral and water resources. The Division's functions for minerals are: to assure the maximum amount of State mineral resources are available for exploration and prudent development by providing technical assistance and oversight; to maintain mining claims, upland mining leases, coal leases and permit files in a cost effective and timely manner; and, to make the resources easily accessible to mineral users and the public.

This records schedule supercedes #100304.

In accordance with the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Director	State Archivist	Date	Attorney General	Date
Bert Loeffler	<i>[Signature]</i>	5/11/01	<i>[Signature]</i>	4/9/01
Chief of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	D. Dawson	2/15/01	<i>[Signature]</i>	9/27/01

From: Feb-19-04 12:02

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Coal Lease Case Files:</p> <p>This series consists of applications, lease, correspondence and supporting documents.</p> <p>Arranged by Alaska Division of Lands (ADL) number.</p>	C+2	43	P	-	X	<p>C=Until case file is closed.</p> <p>Justification For "C+45" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is less than .25 cubic foot; there are currently 36 active leases.</p>
2	<p>Coal Prospecting Permits:</p> <p>Includes applications, permits, assessments and general correspondence.</p> <p>Arranged by ADL number.</p>	C+2	43	P	-	X	<p>C=Until permit or application expires.</p> <p>Justification For "C+45" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
3	<p>Surface Coal Mining Case Files:</p> <p>Includes permits, bonds, inspection reports, correspondence and contracts.</p> <p>Arranged alphabetically by project name within fiscal year.</p>	C+2	43	P	-	X	<p>C=Until case file is closed.</p> <p>Justification For "C+45" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately three cubic feet.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Coal and Offshore Disposal Files:</p> <p>Contains application, correspondence, legal documentation, audio tapes and other backup.</p> <p>Arranged alphabetically by name and then by project number.</p>	C+2	43	P	-	X	<p>C=Until file is closed.</p> <p>Justification For "C+45" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately one cubic foot.</p>
5	<p>Locatable Mineral Upland Lease Case Files:</p> <p>Each case file consists of application, lease, general correspondence, technical data and supporting documents.</p> <p>Arranged by ADL number.</p>	C+2	8	-	C+10	X	<p>C=Until case file is closed.</p> <p>Justification For "C+10" Year Retention: Administrative Need.</p> <p>Annual accrual rate is approximately three cubic feet.</p>
6	<p>Mining Claim Case Files:</p> <p>Includes location certificates, status plats, maps, correspondence and supporting documents.</p> <p>Arranged by ADL number.</p>	C+2	8	P	-	X	<p>C=Until case file is closed.</p> <p>Justification For "C+10" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately 16 cubic feet.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Offshore Prospecting Permits:</p> <p>Includes applications, permits and general correspondence.</p> <p>Arranged by ADL number.</p>	C+2	43	P	-	X	<p>C=Until permit expires.</p> <p>Justification For "C+45" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
8	<p>Offshore Mineral Lease Case Files:</p> <p>Includes leases, bonds and plans of operation.</p> <p>Arranged by ADL number.</p>	C+2	43	P	-	X	<p>C=Until case file is closed.</p> <p>Justification For "C+45" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
9	<p>Placer Mining Permit Files (APMA's):</p> <p>Includes applications, permits and supporting documents.</p> <p>Arranged by ADL number.</p>	C+2	5	-	C+7	X	<p>C=Until permit expires.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p>Prospecting Site Case Files:</p> <p>Consists of location certificates, maps and supporting documents.</p> <p>Arranged by ADL number.</p>	C+1	-	-	C+1	X	C=Until case file is closed.
11	<p>Mining Claims Index (Kardex or COM):</p> <p>(Security Backups):</p> <p>Statewide mining claims are indexed by quadrant, owner and claim name. May also include location notice (map).</p>	P	-	-	-	X	Justification For 100 Year Retention: Administrative Need.
		-	100	-	100		
12	<p>Mining Claim Maps (Overlays):</p> <p>These maps show claim locations by quadrant.</p>	P	-	-	-	X	

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
13	<p>Archive.mdb (Electronic)</p> <p>This Access database stores the following type of specific case data from many of the records series listed on this schedule: ADL numbers, owner, inclusive year, file type, schedule number, disposal year, case file numbers and box numbers.</p>	C	-	-	C	X	C=Until obsolete, superceded or administrative/management need is met.
14	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, policies/procedures, reports; and, the following types of files: personnel/payroll, reading, minutes/meeting, etc.</p> <p>Mining, Property Management & Surface Coal staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS), which may be downloaded from the Archives & Records homepage.</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>ADDITIONAL DISPOSITION INSTRUCTIONS: Dispose budget files 3 years after current fiscal year; RSA's 3 years after closeout; Travel files 1 year after current fiscal year; Procurement files 3 years after current fiscal year; and, Grants--keep 3 years in office after closeout, then transfer to the records center for 3 years.</p>