



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 102301

Agency ID #: 333

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<p><b>DEPARTMENT OF NATURAL RESOURCES</b></p> <p><b>DIVISION OF MINING, LAND &amp; WATER</b></p> <p><b>RESOURCE ASSESSMENT &amp; DEVELOPMENT</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - Current/or as defined</p>
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The 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.

All 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.

All records are nonconfidential except as may be noted in the General Schedule.

Statutory/Regulatory Authority: AS 38.

The mission of the Division is to acquire and allocate Alaska's inventory of the Alaska Statehood Act land entitlements; to provide multiple use management programs for use of State land; and, to act as steward of the State's public land and legislatively designated areas. The Division has field offices in Juneau and Fairbanks.

This records schedule supercedes records schedule #102300.

**Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.**

Divison Director  <b>Bob Loeffler</b>	State Archivist 	Date 12/4/00	Attorney General 	Date 11/21/00	
Signature of Division Director 	Date 11/8/00	Records Analyst D. Dawson	Date 10/31/00	Commissioner of Administration 	Date 11/30/00

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 general correspondence; policies and procedures; annual reports; legal opinions; and the following types of files: reading, minutes/meeting, budget, accounting/fiscal, grant, procurement, personnel, agency history, etc.</p> <p>Resource Assessment &amp; Development staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	<b>See GRS</b>	<b>See GRS</b>		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives &amp; Records homepage.</p>

2	<p><b>Area &amp; Management Plans:</b></p> <p>Includes special resource allocation projects, area and management plans for State land, planning projects, and studies. Series includes background materials as well as the published report.</p> <p>Arranged by project number.</p>	<b>C</b>	-	-	<b>C</b>		<p>C=Until area plan is revised. Plan update intervals are anywhere from 10-30 years. Superseded documents may be disposed after all administrative/management need is met.</p> <p>These files are backup for land use plans prepared by DNR. Once a plan is adopted by DNR, the plan remains in effect and governs the use of state land until it is updated.</p> <p>Some information from this fileset is administered in MS Access. Published reports are available at libraries throughout the state.</p>
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3	<p><b>Municipal Entitlement Files:</b></p> <p>This fileset documents State land transactions to municipalities and certifies how many acres each municipality receives. There are separate files for each parcel or groups of parcels.</p> <p>Arranged alphabetically by municipality and ADL number.</p>	<b>C</b>	-	<b>P</b>	-		<p>C=Until patent is issued and all administrative/management need is met.</p>
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**RECORDS RETENTION SCHEDULE CONTINUATION**

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
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4	<p><b>Navagability Project Files:</b></p> <p>Consists of two groups: files that document navigable waterways on state lands; and, general project working files that include the following: policies, laws, statewide data, lawsuits and public information.</p> <p>Arranged geographically by watershed and by hydrological unit.</p>	C	-	*	C		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>*Some projects document significant issues and have long-term research value. Contact the state archives if Division recommends permanent retention of such projects.</p>