



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: 103002

Agency ID #: 532

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DEPARTMENT OF NATURAL RESOURCES

DIVISION OF MINING, LAND & WATER

DIRECTOR & ADMINISTRATIVE SUPPORT

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

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 **Fiscal** 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.

Unless otherwise noted all records series are nonconfidential.

Statutory/Regulatory Authority: AS 27; AS 29; AS 38; AS 46; 11 AAC. This records schedule supercedes #103001 (Mining & Water Mgmt, Director & Administrative Support) and #103600 (Land, Director's Office). On July 1, 1999 the Division of Land merged with the Division of Mining & Water Management to form the Division of Mining, Land & Water.

The Division of Mining, Land & Water is responsible for making available the use and development of the State's mineral, land and water resources. The Division's goals 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 files easily accessible to the mineral users and the public.

The Director's Office provides management and administrative functions for the following six components: Claims, Permits & Leases; Land Sales & Municipal Entitlements; Water Development; Title, Acquisition & Defense; RS2477/Navigability Assertions & Litigation Support; Development Special Projects.

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

Division Director Bob Loeffler	State Archivist 	Date 12/4/00	Attorney General 	Date 11/21/00
Signature of Division Director 	Date	Records Analyst D. Dawson	Commissioner of Administration 	Date 11/30/00

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Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS</p> <p>Includes general correspondence, policies/procedures, reports, publications and reading files.</p> <p>Director & Administrative Support staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</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>The General Schedule may be downloaded from the Archives & Records homepage.</p>
2	<p>Special Projects:</p> <p>Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc. Examples of special projects include: Pogo, Green's Creek, Illinois Creek and other major mine projects.</p>	C+3	-	P	-		<p>C=Until project is completed.</p> <p>Records transferred to the state archives will be sampled, unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately three cubic feet.</p>