



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 105200

Agency ID #: 670

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<p>DEPARTMENT OF NATURAL RESOURCES</p> <p>DIVISION OF MINING, LAND & WATER</p> <p>PUBLIC ACCESS & DEFENSE UNIT</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>C - 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 #100.2, 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

All records are nonconfidential except as noted in the General Schedule. This is an entirely new records schedule.

Statutory/Regulatory Authority: AS 38.

The mission of the Division of Mining, Land & Water is to encourage the settlement of state land and the development of state resources by making them available for maximum use consistent with the public interest under the Alaska Constitution, Article VIII, Section 1. The Public Access & Defense Unit defends access to and ownership of state land and water.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicate

Division Director	State Archivist	Date	Attorney General	Date
Dick Mylius, Director	<i>Helen S Cook</i>	4/11/08	<i>Craig J. Kelley</i>	4/3/08
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	<i>D. Dawson</i>	2/8/08	<i>[Signature]</i>	4/11/08

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Public Access & Defense staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Record copies may be administered electronically, in paper; or, a combination of both according to agency policies and procedures.</p> <p>All duplicate copies of records maintained on any media may be destroyed after business need is concluded.</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>RS 2477 Historical Research Documents:</p> <p>This records series documents extensive historical research on the use of historical trails for use in potential litigation to assert the trail to allow continued access to public land and water. Consists of historical maps, articles, books, affidavits, surveys, land status materials, exhibits and other records that have enduring archival value.</p> <p>There is no particular order to these documents.</p>	C	25	P	-	X	<p>C=Until agency no longer has active administrative need for the records. Certain communications between the Attorney General's Office and DNR may be confidential under the attorney/client privilege.</p> <p>RS 2477 stands for Revised Statuted 2477 from the Mining Act of 1866 which states, "The right-of-way for the construction of highways over public lands, not reserved for public uses, is hereby granted." Since 1993, the Department has received varying levels of funding to pursue research and adjudication for RS 2477 rights-of-way.</p>