



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 342      Schedule No: 10-342.1**

DEPARTMENT OF NATURAL RESOURCES  
 DIVISION OF PARKS & OUTDOOR RECREATION  
 342 - CENTRAL OFFICE

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 indicated all records series are nonconfidential. This supersedes #102401.

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
	*		4/7/01
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	4/17/01	*	4/23/01
State Archivist	Date	Records Analyst	Date
*	4/24/01	*	3/29/01

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Planning Files</b>                      This series includes statewide recreation and state parks planning files.</p> <p>Arranged according to file plan.</p>		PA		<p>Records transferred to the State Archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately two cubic feet.</p>
<p><b>002.1 - Project Files (Originals)</b>                      This series includes design and construction project files, construction field books, construction engineering drawings, local service roads and trails project.</p> <p>Arranged alphabetically by project.</p>		M	Y	<p>M = Until microfilmed or project is completed.</p> <p>Originals may be destroyed after microfilm is certified "true and correct".</p> <p>Silver masters produced by the Marine Recreation Office will be retained by the managing field units.</p>
<p><b>002.2 - Project Files (Master Microfilm/fiche)</b>                      This series includes design and construction project files, construction field books, construction engineering drawings, local service roads and trails project.</p> <p>Arranged alphabetically by project.</p>		50*	Y	<p>* = Contact the State Archives if any project files may have permanent historical value.</p>
<p><b>003.1 - Real Property Management Files (Originals)</b>                      This series includes as built drawings, site plans, survey plats, topography maps, construction plans and agreements.</p> <p>Arranged alphabetically by property/facility name.</p>		M		<p>M = Until microfilmed.</p> <p>Originals may be destroyed after microfilm is certified "true and correct".</p>
<p><b>003.2 - Real Property Management Files (Master Microfilm)</b>                      This series includes as built drawings, site plans, survey plats, topography maps, construction plans and agreements.</p> <p>Arranged alphabetically by property/facility name.</p>	M	C		<p>C = For the life of the property/facility.</p>

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.

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>004 - Land &amp; Water Conservation Fund Field Audit/Inspection Files</b>                      Records series consists of abbreviated copies of specific items from the main project files (item #002), which are used by grants' staff when performing onsite inspections.</p> <p>Arranged numerically by project.</p>		C+3		C = For the life of the project/facility.
<p><b>005 - State Equipment Fleet Records</b>                      Includes copy of delivery order, correspondence, and quarterly vehicle maintenance records.</p>		3		
<p><b>006 - Cabin Reservations</b>                      This online electronic system provides realtime statewide cabin reservations for all division owned and maintained cabins.</p>		C		C = Until data is obsolete, superseded or administrative/management need is met.
<p><b>007.1 - Computer System (Documentation File)</b>                      Documentation file may include: program/system documentation, application software licenses/agreements, data systems/file specifications, codebooks, file layouts, user guides, usage/inventory reports, output specifications, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the agency's internet site.</p>		C	Y	C = Until documentation is obsolete, superseded or administrative/management need is met.
<p><b>007.2 - Computer System (Backup Tapes)</b></p>		C		C = Backup tapes are stored offsite for security. Tapes are rotated according to established division procedures.

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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