



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
 P.O. Box 110525, 141 Willoughby Avenue  
 Juneau, AK 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 344      Schedule No: 10-344.1**

DEPARTMENT OF NATURAL RESOURCES  
 DIVISION OF PARKS & OUTDOOR RECREATION  
 344 - OFFICE OF HISTORY & ARCHAEOLOGY

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 schedule supersedes #103700.

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
	*		6/4/00
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	6/15/00	*	6/22/00
State Archivist	Date	Records Analyst	Date
*	6/26/00	*	5/15/00

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001 - Historical Commission Member Lists</b> Contains information relating to nominations, appointments, and resignations as well as a listing of current members.		5		Office of Record is the Governor's Office.
<b>002.1 - Historic Site Files (Original)</b> Information related to geographic areas in Alaska designated as historic sites or proposed historic sites pursuant to the National Historic Preservation Act of 1966. Contains application or nomination for registration, correspondence, and research information.		M		M = Until documents are filmed.  Hardcopy is destroyed after microfilm has been certified "true and correct".  The National Register of Historic Places is the Nation's list of historic properties worthy of preservation. The National Register coordinates and supports public and private efforts to identify, evaluate, and protect historic and archaeological properties.
<b>002.2 - Historic Site Files (Master Microfilm)</b> Information related to geographic areas in Alaska designated as historic sites or proposed historic sites pursuant to the National Historic Preservation Act of 1966. Contains application or nomination for registration, correspondence, and research information.		PA		
<b>002.3 - Historic Site Files (Work Copy Microfilm)</b> Information related to geographic areas in Alaska designated as historic sites or proposed historic sites pursuant to the National Historic Preservation Act of 1966. Contains application or nomination for registration, correspondence, and research information.		PO		

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 align="center"><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 align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><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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<p><b>003 - Historic Preservation Fund Program</b>                      The federal Historic Preservation Fund provides money to states to carry out the programs established by the National Historic Preservation Act (1966) and subsequent amendments. The state-federal partnership programs include the National Register of Historic Places, Investment Tax Credits, Certified Local Governments, Survey &amp; Inventory, and Review &amp; Compliance.</p>		C		<p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>To qualify for the funds, a state must have a review board and a professional staff that has, at a minimum, a historian, an archaeologist, and an architectural historian. The Office of History &amp; Archaeology is certified by the Department of the Interior and eligible to receive the funds.</p>
<p><b>004 - Development Assistance Files</b>                      Includes copy of federal application, documentation of previous and intended expenditures, evidence of authority to undertake project, and agreement for funded projects.</p> <p>See Historic Project Files, Item 8, for reports and information received on approved projects.</p>		C+6		<p>C = Until agreement is terminated or expires.</p> <p>11 AAC 17.020-.040 (Development Fund provides assistance to state agencies or Alaska municipalities to acquire, preserve, or protect historic sites, buildings, or monuments.)</p>
<p><b>005 - Alaska Historic Preservation Act Assistance Files</b>                      Alaska architectural survey project documentation.</p>		PA		<p>Records transferred to the State Archives may be sampled unless transferring authority recommends otherwise.</p>
<p><b>006 - Photo Files &amp; Negatives</b>                      Photographs of people, places, historic sites, activities, etc.</p> <p>Arranged by USGS quadrangle.</p>		PA*		<p>* = Upon receipt of this series to the State Archives, the photographs may be made available at the Historical Collection in the Alaska State Library.</p>

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<p><b>007 - Rehabilitation Tax Credit Files</b> Records series documents the administration of Section 251 of the Tax Reform Act [Public Law 99-514], which provides for a 20% tax credit for rehabilitation of historic properties. Consists of applications, correspondence, reviews, etc.</p>		C		<p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>The Secretary of the Interior certifies a three-part application process.</p>
<p><b>008 - Historic Project Files</b> Approved project files containing research information, field notebooks, and reports summarizing findings.</p> <p>Includes Alaska Project Archaeology records, a nationwide program that prepares educators to teach archaeology to students, grade 4 through 7, using a series of student activities and curriculum enrichment material. Consists of training materials and correspondence.</p> <p>Arranged per the file plan.</p>		C+6		<p>C = Until project is completed.</p> <p>Reports submitted per 11 AAC 16.050.</p>
<p><b>009 - Certified Local Government (CLG) Program Files</b> Applications from local governments for Historic Preservation Fund program partnership. Includes correspondence, comprehensive plans, preservation ordinances and reports.</p> <p>Arranged alphabetically by CLG.</p>		C+6		<p>C = Date a local government is approved for participation.</p> <p>To become a CLG, a city or borough must: pass a local historic preservation ordinance; establish a historic preservation commission; implement an historic resources inventory; and, provide for public participation in the program.</p>
<p><b>010 - Archaeological Permits</b> Permits issued to private organizations/ individuals for work on state land. File includes application, correspondence, performance bonds, and copy of permit.</p>		C+6		<p>C = Until permit expires.</p> <p>Permits are valid for 3 years; may receive up to 3-year extension. 11 AAC 16.070.</p>

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<p><b>011.1 - Alaska Heritage Resources Survey (Original)</b>                      This series consists of an inventory of all reported historic and prehistoric sites within the state including objects, structures, buildings, sites, districts, and travel ways. The fundamental use of this survey is to protect cultural resource sites from unwanted destruction. The survey is primarily composed of USGS topographic maps with site locations plotted on them.</p> <p>Arranged numerically within quadrangle.</p>		PO	Y	Confidential under PL 96-95; AS 40.25.120, exception 4; Policy & Procedure #50200.
<p><b>011.2 - Alaska Heritage Resources Survey (Electronic)</b>                      This series consists of an inventory of all reported historic and prehistoric sites within the state including objects, structures, buildings, sites, districts, and travel ways. The fundamental use of this survey is to protect cultural resource sites from unwanted destruction. The survey is primarily composed of USGS topographic maps with site locations plotted on them.</p> <p>Arranged numerically within quadrangle.</p>		C	Y	C = Until obsolete, superseded or administrative need is met.  Electronic data in Dbase III includes: site name/location, description of physical remains, a list of bibliographic citations, and information relevant to management and research needs.  Confidential under PL 96-95; AS 40.25.120, exception 4; Policy & Procedure #50200.
<p><b>012 - Geographic Name Applications</b>                      The Alaska Historical Commission reviews names proposed for lakes, streams, mountains, and other physical features in the state. The Commission sends its proposal and recommendations to the US Board on Geographic Names for final decision. Records series consists of proposed names, correspondence, and approval or disapproval of name.</p> <p>Arranged alphabetically by proposed name.</p>		5		Categories for geographic names proposals include: Local Usage, Descriptive Names, Commemorative Names, Alaska Native American Names, Historical Names and Name Changes.  Originals on file at the US Board on Geographical Names.
<p><b>013 - Geographic Name Docket Files</b>                      Copies of docket files from the U.S. Geographic Board that are pending decisions.</p>		C		C = Until obsolete, superseded or administrative/management need is met.

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<b>014 - Geographic Name Decisions</b> Decision lists from the U.S. Geographic Board.		2		List is published by the federal agency and is available at the Historical Collection in the Alaska State Library.

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