



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

Schedule Number: 102401

Agency ID #: 342

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF NATURAL RESOURCES</p> <p>DIVISION OF PARKS & OUTDOOR RECREATION</p> <p>CENTRAL OFFICE</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 TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent 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, 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.

Unless otherwise indicated all records series are nonconfidential.

Statutory Authority: AS 41.21; AS 41.21.020; AS 41.21.026; AS 41.21.902; AS 41.21.906.

The goals of this Division are: to protect, maintain, plan for, develop and operate state parks, recreation areas and historic sites for the benefit of Alaskans and nonresident visitors, and; to increase the availability of high quality, uniquely Alaskan, outdoor recreation opportunities and enhance state parks' role in supporting tourism. The Division administers park facilities, natural areas, historic sites and wildlands over a 3.2 million acre area which received over five million visits in 1997.

This records schedule supercedes #102400.

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

Division Director <i>Jim Strathorn</i>	State Archivist <i>[Signature]</i>	Date 4/24/01	Attorney General <i>[Signature]</i>	Date 4/17/01
Peter Panarese, Chief, Field Operations	<i>[Signature]</i>			
Signature of Division Director <i>Peter J. Panarese</i>	Date 4-7-01	Records Analyst <i>D. Nowlin</i>	Date 3/29/01	Commissioner of Administration <i>Kir J. Jones</i>
				Date 4/23/01

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE FILES:</p> <p>Includes files relating to general correspondence, reading files, budget, accounting, travel, personnel, and any other records of an administrative nature.</p> <p>Division of Parks & Outdoor Recreation Central Office 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>Planning Files:</p> <p>This series includes statewide recreation and state parks planning files.</p> <p>Arranged according to file plan.</p>	10	-	P	-		<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>
3	<p>Project Files (Originals):</p> <p>(Master Microfilm/fiche):</p> <p>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>	C+3/ A 50	- -	- *	M 50	X	<p>C=Until microfilmed or project is completed. Originals may be destroyed after microfilm is certified "true and correct".</p> <p>*Contact the state archives if any project files may have permanent historical value.</p> <p>Silver masters produced by the Marine Recreation Office will be retained by the managing field units.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	Real Property Management Files (Originals):	C	-	-	M		C=Until microfilmed. Originals may be destroyed after microfilm is certified "true and correct".
	(Master Microfilm): This series includes as built drawings, site plans, survey plats, topography maps, construction plans and agreements. Arranged alphabetically by property/facility name.	C	-	-	C		C=For the life of the property/facility.
5	Land & Water Conservation Fund Field Audit/Inspection Files: Fileset consists of abbreviated copies of specific items from the main project files (Item 3), which are used by grants' staff when performing onsite inspections. Arranged numerically by project.	C+3	-	-	C+3		C=For the life of the project/facility.
6	State Equipment Fleet Records: Includes copy of delivery order, correspondence, and quarterly vehicle maintenance records.	3	-	-	3		

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>Cabin Reservations:</p> <p>This online electronic system provides realtime statewide cabin reservations for all Division owned and maintained cabins.</p>	C	-	-	C		C=Until data is obsolete, superceded or administrative/management need is met.
8	<p>COMPUTER SYSTEM Backup Tapes:</p> <p>Documentation File:</p> <p>Documentation file may include: program/system documentation, application software licenses/agreements, data systems and file specifications, security information, disaster recovery procedures, user guides, usage/inventory reports, backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the Division's Internet site.</p>	-	B	-	-	X	<p>B=Backup tapes are stored offsite for security. Tapes are rotated according to established Division procedures.</p> <p>C=Until documentation is obsolete, superceded or administrative/management need is met.</p>