



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: 103700

Agency ID #: 344

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RECEIVED

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| <p>DEPARTMENT OF NATURAL RESOURCES</p> <p>DIVISION OF PARKS & OUTDOOR RECREATION</p> <p>OFFICE OF HISTORY & ARCHAEOLOGY</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.

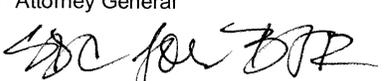
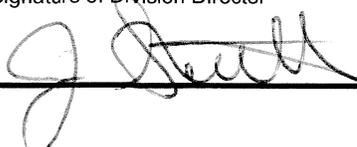
Unless otherwise noted all records series are nonconfidential.

Statutory/Regulatory Authority: AS 41.35 (Alaska Historic Preservation Act).

The Office of History & Archaeology works to preserve sites and buildings that reflect Alaska's heritage. A staff of archaeologists, historians, and architectural historians oversee programs to identify, document and restore sites and buildings.

This records schedule supercedes #050200 (Department of Education, Alaska Historical Commission) and #210300 (Department of Community & Regional Affairs, Commissioner's Office, State Geographic Board).

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

| | | | | | |
|--|---|------------------------------|---|---|-----------------|
| Divison Director Jim Stratton | State Archivist  | Date 6/26/00 | Attorney General  | Date 6/15/00 | |
| Signature of Division Director  | Date 6/30/2000 | Records Analyst D. Dawson | Date 5/15/00 | Commissioner of Administration  | Date 6/22/00 |

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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 general correspondence; policies and procedures; annual reports; legal opinions, and; the following types of files: reading; minutes/meeting; budget,; accounting/fiscal; grant; procurement; personnel; agency history; etc.</p> <p>Office of History & Archaeology staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p> | - | - | See GRS | See GRS | | <p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p> <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>Historical Commission Member Lists:</p> <p>Contains information relating to nominations, appointments, and resignations as well as a listing of current members.</p> | 5 | - | - | 5 | | Office of Record is the Governor's Office. |
| 3 | <p>Historic Site Files (Original):</p> <p>Master Microfilm:</p> <p>Workcopy Microfilm:</p> <p>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.</p> | C | - | - | M | | <p>C=Until documents are filmed. Hardcopy is destroyed after microfilm has been certified "true and correct".</p> <p>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.</p> |

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| 4 | <p>Historic Preservation Fund Program:</p> <p>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 & Inventory, and Review & Compliance.</p> | C | - | - | C | | <p>C=Until obsolete, superceded 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 & Archaeology is certified by the Department of the Interior and eligible to receive the funds.</p> |
| 5 | <p>Development Assistance Files:</p> <p>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 | - | - | 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> |
| 6 | <p>Alaska Historic Preservation Act Assistance Files:</p> <p>Alaska architectural survey project documentation.</p> | C+6 | - | P | - | | <p>C=Until project is completed.</p> <p>Records transferred to the state archives may be sampled unless transferring authority recommends otherwise.</p> |

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| | | Office | Records Center | State Archives | Destroy | Vital Record | |
| 7 | <p>Photo Files & Negatives:</p> <p>Photographs of people, places, historic sites, activities, etc.</p> <p>Arranged by USGS quadrangle.</p> | C | - | *P | - | | <p>C=Until obsolete, superceded or administrative/management need is met.</p> <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> <p>Refer also to the General Administrative Records Retention Schedule, Item 61, Agency Structure and History Files.</p> |
| 8 | <p>Rehabilitation Tax Credit Files:</p> <p>Fileset 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 | - | - | C | | <p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>The Secretary of the Interior certifies a three-part application process.</p> |
| 9 | <p>Historic Project Files:</p> <p>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 | - | - | C+6 | | <p>C=Until project is completed.</p> <p>Reports submitted per 11 AAC 16.050.</p> |

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| 10 | <p>Certified Local Government (CLG) Program Files:</p> <p>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 | - | - | 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> |
| 11 | <p>Archaeological Permits:</p> <p>Permits issued to private organizations/ individuals for work on State land. File includes application, correspondence, performance bonds, and copy of permit.</p> | C+6 | - | - | 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> |
| 12 | <p>Alaska Heritage Resources Survey (Original):</p> <p>(Electronic):</p> <p>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. Arranged numerically within quadrangle.</p> | P C | - - | - - | - C | X | <p>C=Until obsolete, superceded or administrative need is met.</p> <p>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.</p> <p>Confidential per PL 96-95; AS 09.25.120, exception 4; Policy & Procedure #50200.</p> |

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| 13 | <p>Geographic Name Applications:</p> <p>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. Fileset consists of proposed names, correspondence, and approval or disapproval of name.</p> <p>Arranged alphabetically by proposed name.</p> | 5 | - | - | 5 | | <p>Categories for geographic names proposals include: Local Usage, Descriptive Names, Commemorative Names, Alaska Native American Names, Historical Names and Name Changes.</p> <p>Originals on file at the US Board on Geographical Names.</p> |
| 15 | <p>Geographic Name Docket Files:</p> <p>Copies of docket files from the U.S. Geographic Board that are pending decisions.</p> | C | - | - | C | | <p>C=Until obsolete, superceded or administrative/management need is met.</p> |
| 16 | <p>Geographic Name Decisions:</p> <p>Decision lists from the U.S. Geographic Board.</p> | 2 | - | - | 2 | | <p>List is published by the federal agency and is available at the Historical Collection in the Alaska State Library.</p> |