



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: 104100

Agency ID #: 653

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF NATURAL RESOURCES OFFICE OF PROJECT MANAGEMENT & PERMITTING LARGE PROJECT PERMITTING	KEY	
	A - After Audit	Numerals - Years in Addition to current year
	CFY - Current Fiscal Year	TO - Term of Office
	CY - Current Year	M - After Microfilming
	P - Permanent	C - Current/or as defined

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1 thru 4, 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 discretion.

NATURAL RESOURCES
 ALASKA COASTAL
 MANAGEMENT
 04 FEB - 9 PM '04

Unless otherwise noted all records series are nonconfidential. This is an entirely new records schedule. The two records series on this schedule (re. ANILCA & Land Use Council) were previously listed on schedule #13301 (Office of the Governor, Office of Management & Budget, Division of Governmental Coordination.) Statutory/Regulatory Authority: AS 46.39; AS 46.40; 6 AAC 50, 80 & 85.

The Alaska Coastal Management Program provides stewardship for Alaska's rich and diverse coastal resources to ensure a healthy and vibrant Alaskan coast that efficiently sustains long-term economic and environmental productivity.

NOTE: Per 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 indicated.

Division Director Bill Jeffress	State Archivist <i>[Signature]</i>		Date 3-18-04	Attorney General <i>[Signature]</i>	Date 3/8/04
Signature of Division Director <i>[Signature]</i>	Date 2/5/04	Records Analyst D. Dawson	Date 1/21/04	Commissioner of Administration <i>[Signature]</i>	Date 3/12/04

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>ANILCA SECTION Work Program Files (Originals):</p> <p>(Master Microfilm):</p> <p>(Work Copy Microfilm): Correspondence documenting state comments, recommendations and policy concerning implementation of ANILCA. ANILCA-related plans, regulations, reports, and policies; state resource agency input into state comments; analyses; legislative histories; news clippings/press releases; documentation of various discussion forums such as workshops, negotiations sessions, and cooperative planning efforts.</p>	C	-	-	M		<p>C=Until microfilmed. Originals may be disposed after microfilm is certified "true & correct."</p> <p>Some subject files are agency or issue specific; others are related to a particular ANILCA unit (e.g. Denali).</p> <p>Correspondence is filed chronologically since 1984; agency files chronological; unit files alphabetical.</p>
2	<p>ALASKA LAND USE COUNCIL Program Files:</p> <p>Outline of annual program plan and goals. Includes memoranda file, adopted work programs, calls for work plan items, correspondence, forms project group papers, submissions for work program, ANILCA mandated studies, agenda packets, and resolutions.</p> <p>May also include polls conducted of Council members between meetings on selected issues.</p>	30	-	P	-		<p>Program sunsetted in 1988; no further accumulation of records. Records transferred to the state archives will be sampled, unless transferring authority recommends otherwise.</p>