



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: 337 Schedule No: 10-337.1

DEPARTMENT OF NATURAL RESOURCES
 337 - DIVISION OF SUPPORT SERVICES

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 noted all records are nonconfidential. This schedule supersedes #102503.

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
	*		3/26/09
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	8/10/09	*	8/14/09
State Archivist	Date	Records Analyst	Date
*	8/19/09	*	3/12/09

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Receipts (Non-Contractual) The series consists of electronic and hardcopy receipts issued by Uniform Commercial Code (UCC), Recording Offices and Parks Division. Parks receipts include pre-numbered envelopes for campground fees and a copy of the fee accounting report. Non-contractual receipts (e.g. land sale and mining claim payments) are stored in LAS under the case file number.</p>		3		
<p>001.2 - Receipts (Contractual) The series consists of electronic and hardcopy receipts issued by Uniform Commercial Code (UCC), Recording Offices and Parks Division. Parks receipts include pre-numbered envelopes for campground fees and a copy of the fee accounting report. Non-contractual receipts (e.g. land sale and mining claim payments) are stored in LAS under the case file number.</p>		C		C = Until data is obsolete, superseded or business need is concluded.
<p>002 - Statements of Account Consists of a hardcopy report showing year-end contract account activity and balances generated from the Revenue & Billing System.</p>		1		
<p>003 - Returned Check Records The series consists of returned checks (for insufficient funds or closed accounts) and registers showing the status. Arranged alphabetically by surname.</p>		3		
<p>004 - Credit Verification Requests Third party requests for verification of credit status of DNR customers (holder of leases or land sale contracts). Arranged chronologically.</p>		1		
<p>005 - Contract Billing Register May consist of contract billing registers, aged receiveable reports for contract payments, status reports on accounts in default, etc.</p>		1		
<p>006 - Agreement Posting Record The series consists of a daily report showing how contract principal and interest payments were applied and spread. Arranged chronologically.</p>		6 Mos.		

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>Retention Key</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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
007.1 - Asset Report (Monthly) Cumulative reports of contract balances.		1		
007.2 - Asset Report (Year-End) Cumulative reports of contract balances.		4		
008.1 - Revenue Activity Reports (Monthly) Reports of receipts by division and account generated from the DNR Contract Revenue and Billing System.		3		
008.2 - Revenue Activity Reports (Year-End) Reports of receipts by division and account generated from the DNR Contract Revenue and Billing System.		10		
009 - Royalty Receipt & Distribution Files The series documents the receipt by wire transfer and distribution or spread of royalty payments. Includes summary reports from Division of Oil and Gas, adjustments and interface reconciliation reports.		50		
010 - 1099/1098 Reports The series consists of a copy of the report made to the Internal Revenue Service. Arranged chronologically.		6		
011 - Daily Deposit (Cash Drawer) Records The series consists of deposit slips, copies of AKSAS Financial Transaction Registers (FTR), cash drawer accounting reports, bank deposit tickets and receipt summaries. Arranged chronologically.		3		
012 - Pay-Off Letters The series consists of copies of letters to third parties (title companies, customers, banks) which acknowledge pay-off of a contractual obligation. Arranged chronologically.		1		
013 - Contract Administration Account Default Registers & Reports The series consists of the aged receivable reports for contract payments as well as reports on the status of accounts in default.		1		

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>014 - Refund Transactions Refunds processed against various revenue types. Arranged chronologically.</p>		3		

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<p style="text-align: center;">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p style="text-align: center;">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p style="text-align: center;">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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