



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 102503
 DIVISION OF FINANCE
 Agency ID #: 337

RECORDS RETENTION SCHEDULE AUG 13 2009

DEPARTMENT OF NATURAL RESOURCES

DIVISION OF SUPPORT SERVICES

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, 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.

Unless otherwise noted all records are nonconfidential.. This records schedule supercedes the schedule #102502.

Statutory/Regulatory Authority: AS 23, AS 38, AS 36.30 and AS 43.05.

The Support Services Division provides centralized administrative and management services. It also operates the statewide Recorder's Office System, the Uniform Commercial Code Central Filing Office, and the Land Records Information Section.

NOTE: 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 below are approved for retention and disposition as indicated.

Division Director	State Archivist	Date	Attorney General	Date
	<i>D. Dawson for</i>	<i>8/19/09</i>	<i>Craig J. Tillery</i>	<i>8/16/09</i>
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration
<i>Debbie Denny</i>	<i>3/26/09</i>	<i>D. Dawson</i>	<i>3/12/09</i>	<i>King Jones</i>
				<i>8/14/09</i>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 102503

Page 2

Agency ID 337

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS [Unless otherwise listed on this schedule]:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Division of Support Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>RECEIPTS:</p> <p>(Non-Contractual):</p> <p>(Contractual):</p> <p>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 C	- -	- -	3 C		<p>C=Until data is obsolete, superceded or business need is concluded.</p>
3	<p>Statements of Account:</p> <p>Consists of a hardcopy report showing year-end contract account activity and balances generated from the Revenue & Billing System.</p>	1	-	-	1		

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 102503

Page 3

Agency ID

337

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Returned Check Records:</p> <p>The series consists of returned checks (for insufficient funds or closed accounts) and registers showing the status.</p> <p>Arranged alphabetically by surname.</p>	3	-	-	3		
5	<p>Credit Verification Requests:</p> <p>Third party requests for verification of credit status of DNR customers (holder of leases or land sale contracts).</p> <p>Arranged chronologically.</p>	1	-	-	1		
6	<p>Contract Billing Register</p> <p>May consist of contract billing registers, aged receiveable reports for contract payments, status reports on accounts in default, etc.</p>	1	-	-	1		

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 102503

Page 4

Agency ID

337

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>Agreement Posting Record:</p> <p>The series consists of a daily report showing how contract principal and interest payments were applied and spread.</p> <p>Arranged chronologically.</p>	6 mo.	-	-	6 mo.		
8	<p>Asset Report (Monthly):</p> <p>(Year-End):</p> <p>Cumulative reports of contract balances.</p>	1	-	-	1		
		4	-	-	4		
9	<p>Revenue Activity Reports (Monthly):</p> <p>(Year-End):</p> <p>Reports of receipts by division and account generated from the DNR Contract Revenue and Billing System.</p>	3	-	-	3		
		10	-	-	10		

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 102503

102503

Page 5

Agency ID

337

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p>Royalty Receipt & Distribution Files:</p> <p>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.</p>	2	48	-	50		
11	<p>1099/1098 Reports:</p> <p>The series consists of a copy of the report made to the Internal Revenue Service.</p> <p>Arranged chronologically.</p>	6	-	-	6		
12	<p>Daily Deposit (Cash Drawer) Records:</p> <p>The series consists of deposit slips, copies of AKSAS Financial Transaction Registers (FTR), cash drawer accounting reports, bank deposit tickets and receipt summaries.</p> <p>Arranged chronologically.</p>	3	-	-	3		

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

102503

Page 6

Agency ID

337

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
13	<p>Pay-Off Letters:</p> <p>The series consists of copies of letters to third parties (title companies, customers, banks) which acknowledge pay-off of a contractual obligation.</p> <p>Arranged chronologically.</p>	1	-	-	1		
14	<p>Contract Administration Account Default Registers & Reports:</p> <p>The series consists of the aged receivable reports for contract payments as well as reports on the status of accounts in default.</p>	1	-	-	1		
15	<p>Refund Transactions:</p> <p>Refunds processed against various revenue types.</p> <p>Arranged chronologically.</p>	3	-	-	3		