



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 103402

Agency ID #: 536

Page 1 of 8

<p>DEPARTMENT OF NATURAL RESOURCES</p> <p>SUPPORT SERVICES DIVISION</p> <p>OFFICE OF THE STATE RECORDER</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</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>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 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 indicated all records series are nonconfidential. This records schedule supercedes #103401.

Statutory Authority: AS 37.05 (Fiscal Procedures); AS 40.17 (Recordation); AS 44.37 (State Recording System); AS 45.29 (Secured Transactions); 11 AAC 05 (Recordation Fees); 11 AAC 06 (Recordation & Filing).

The State Recorder's Office administers the statewide recording system and the Uniform Commercial Code Central File. The Office provides and maintains a secure, accessible, and impartial place to record and preserve the permanent public record of Alaska. Core services include: examine, record, file, and process original documents; maintain and update grantor/grantee and location indices for retrieval of documents; archive records and update libraries; and, provide customer assistance.

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
Leta Simons	<i>Glenn Hook</i>	9/14/09	<i>Craig J. Tilley</i>	7/22/09
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration
<i>Leta H. Simons</i>	4/13/09	<i>D. Dawson</i>	4/16/09	<i>Ken J. Jones</i>
				8/13/08

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

103402

Page 2

Agency ID

536

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	Recorded Documents (Originals):	C	-	-	-	X	C=Until original documents are returned to the submitting party under AS40.17.030(a)(6). Original recorded documents are scanned and image captured electronically. Two rolls of infrared masters are created from scanned document image using image writing equipment. One roll of master film is transferred to State Archives. Agency retains one master film permanently for duplication and reference purposes. Any document meeting minimum acceptance criteria according to 11 AAC 06.040 is accepted for recording.
	(Master Microfilm--16mm; Historic--16mm/35mm; Aperture Cards):	-	-	P	-		
	(Digital Image & Duplicate Master Microfilm--16mm/35mm):	P	-	-	-		
	This records series consists of all original recorded documents from the time they are recorded until they are returned to the designated party.						
2	Filed Documents (Originals):	1/C	-	-	1/C	X	C=For the life of the document. If documents are unfiled, destroy one year after document has been lapsed under AS 45.29.515. UCC documents are microfilmed; originals are retained for the life of the document. Original filed documents are scanned and image captured electronically. Two rolls of infrared master roll film are created from scanned document image using image writing equipment. One roll of master film is transferred to State Archives. Agency retains one master film permanently for duplication and reference purposes.
	(Master Microfilm--16mm; Historic--16mm; Aperture Cards):	-	-	P	-		
	(Digital Image & Duplicate Master Microfilm--16mm; Historic 16mm; Aperture Cards):	P	-	-	-		
	The following are types of filed documents: Financing Statements; Financing Statement Amendments; Continuations; Releases; Partial Releases; Terminations; etc.						
3	Filed & Recorded Plats (Originals):	P	-	-	-	X	An electronic image is created from an engineering scanner, then released to a secure DNR server for public viewing via the Internet. CD-ROM's of the images may be produced and sold for customer use upon written request. All plat images are available on the Internet. An outside contractor creates master microfilm of each plat image on a large scale map camera.
	(Master Microfilm--35mm; Historic 35mm; Aperture Cards):	-	-	P	-		
	(Digital Image & Duplicate Master Microfilm--35mm; Historic 35mm; Aperture Cards):	P	-	-	-		
	Plats and their attachments become the property of the State of Alaska Records Office upon filing under 11 AAC 06.070(b).						

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER 103402	Page 3
	Agency ID 536	

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Original Book Records & Master Microfilm:</p> <p>(Electronic Digital Images & Duplicate "Silver Masters" 16mm/35mm):</p> <p>This series consists of all bound transcripts or photostatic images of recorded documents, and in some cases original documents, and their handwritten bound indices for documents recorded prior to approximately 1971 (before microfilming became standard) for all 34 recording districts.</p>	C P	- -	P -	- -	X	<p>C=After film is certified "true and correct" transfer to the state archives. If not microfilmed in a reproducible format, originals must be permanently kept available in office to comply with public access requirements under AS 40.17.010(a)(1). Original book records are being scanned and contents captured electronically. Two rolls of Infrared masters are created from scanned document images using image writing equipment. One roll of master film is transferred to State Archives. Agency retains one master film permanently for duplication and reference purposes. (As of March 2009 88% of this record series has been converted.)</p>
5	<p>Grantor/Grantee/Location Index (Electronic):</p> <p>This series represents all index data from approximately 1971 thru current.</p>	P	-	-	-	X	<p>The Land Records Information Section (LRIS) retains all index information and maintains backup storage from 1971 thru current.</p> <p>Magnetic Tape and COM are no longer used.</p>
6	<p>Reports:</p> <p>Management reports and Recorder/UCC edit reports generated by LRIS.</p>	C	-	-	C		<p>C=Until obsolete, superceded or administrative/management need has been met.</p> <p>LRIS: Land Records Information System</p>

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER	103402	Page 4
	Agency ID	536	

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7	<p>Employee Evaluation Working Files:</p> <p>This series consists of all documentation, notes and examples used to assist supervisor in finalizing an evaluation narrative.</p> <p>Arranged alphabetically by employee's last name.</p>	1	-	-	1		<p>Confidential under AS 39.25.080.</p> <p>Refer also to the General Administrative Records Retention Schedule for other personnel records.</p>
8	<p>Employee Statistical Forms:</p> <p>Any form created to measure individual employee performance for comparison against evaluation criteria.</p>	C	-	-	C		<p>C=Until business need is concluded.</p> <p>Refer also to the General Administrative Records Retention Schedule for other personnel records.</p>
9	<p>Workflow Logs (Employee) & Files (Supervisor):</p> <p>Employee office workflow logs include: mail back, search, plat, electronic databases and data sheets.</p> <p>Supervisor workflow files that track and monitor statistical data for their office include: workflow, spreadsheets, batch headers, customer surveys, supply requests, etc.</p>	C	-	-	C		<p>C=Until business need is concluded.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 76, Transitory & Miscellaneous Administrative Information.</p>

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER	103402	Page	5
	Agency ID	536		

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	Master Index (Original): (Duplicate): Includes master microfilm roll index, a single report which is updated on an ongoing basis to identify all original microfilm rolls and their contents for all districts statewide.	P	-	-	-	X	Scanned images of electronic spreadsheets are backed up on the mainframe for disaster protection and stored offsite.
11	Cash Management Deposit, Refunds & Balance Items: Copies of deposit information and individual drawer information. This agency backup information is available online and in DNR's Revenue & Billing System.	1	-	-	1		Record copy administered by Support Services.
12	Rejection Letters: Duplicate notices of document unacceptability issued when unprocessed original documents are returned to customer.	1	-	-	1		

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER	103402	Page	6
	Agency ID	536		

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
13	Search Requests Against Public Database: Duplicate processed UCC searches completed on customer request.	1	-	-	1		
14	Lapsed & Termination Reports: Manual and computer generated printouts which document the lapse or termination of active financing statements.	1	-	-	1		These reports are tracked electronically and purged from the system on an annual basis.
15	Correspondence with Statutory Impact (Originals): (Electronic Images): Internal forms or cover letters which identify the district where the document is to be recorded (applicable only to documents executed prior to December 14, 2008). Also included are copies of original plat withdrawal request letters prepared by the original surveyor to amend or modify plats previously recorded. (Original includes electronic or fax versions.)	C C	- -	- -	S C		S=After documents are scanned and images verified, originals may be disposed. C=Until business need is concluded. This series is scanned after one year and the images are stored on the Recorder's Office Internal Server.

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 103402

Page 7

Agency ID 536

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
16	<p>Plat Worksheet Forms:</p> <p>Internal plat worksheets documenting serial number and plat number assigned to a specific plat Mylar. No other source reflects both numbers on one item. This worksheet facilitates the indexing process of the original Mylars as they are included in the daily document processing batches.</p>	C	-	-	S		<p>S=After documents are scanned/filmed and images verified, originals may be disposed.</p> <p>Refer to Items 1 - 3 for the images.</p>
17	<p>Plat Cards:</p> <p>Plat cards served as a historical alphabetical cross reference to locate recorded plat real property information for each recording district. Plat cards were discontinued approximately 1994. All plat information is available on the Internet.</p>	P	-	-	-	X	<p>Historic plat cards retained permanently. No additions and no deletions.</p>
18	<p>Returned Mail:</p> <p>This series consists of all original recorded documents returned as undeliverable by the U. S. Postal Service.</p> <p>Original unrecorded documents (aka rejections) returned undeliverable, will require more intensive efforts via telephone, Internet (Google Search), and postal channels.</p>	1	-	-	1		<p>Refer also to the General Administrative Records Retention Schedule, Item 93, Mail Records.</p>

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER	103402	Page 8
	Agency ID	536	

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		Office	Records Center	State Archives	Destroy	Vital Record	
19	<p>GENERAL ADMINISTRATIVE RECORDS [Unless otherwise listed on this schedule]:</p> <p>Includes general correspondence; policies and procedures; annual reports; legal opinions; and, the following types of files: reading; legislative, minutes/meeting; budget; accounting/fiscal; grant; procurement; personnel; agency history; training, etc.</p> <p>Recorder's 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 after business need is concluded.</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>