



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: 103900

Agency ID #: 582

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<p>DEPARTMENT OF NATURAL RESOURCES          DIVISION OF SUPPORT SERVICES          LAND RECORDS INFORMATION SECTION          STATUS GRAPHICS UNIT</p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year  <b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office  <b>CY</b> - Current Year      <b>M</b> - After Microfilming  <b>P</b> - Permanent      <b>C</b> - 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.

All records are nonconfidential.

Statutory/Regulatory Authority: AS 38.

The mission of the Division of Land is to acquire and allocate Alaska's inventory of the Alaska Statehood Act land entitlements, to provide multiple use management programs for use of State land and to act as steward of the State's public land and legislatively designated areas.

This records schedule includes filesets previously listed on #81007-01 (Division of Technical Services, Land Title Records Section).

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

Divison Director  <b>Carol Carroll</b>	State Archivist  	Date 5/26/00	Attorney General  	Date 5/19/00	
Signature of Division Director  	Date 5/15/00	Records Analyst  D. Dawson	Date 5/10/00	Commissioner of Administration  	Date 5/23/00

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>Historical Index (Record Copy):</b></p> <p>(Security Copy):</p> <p>The Historical Index (HI) is the chronological narrative summary of all actions which affect, have affected or will affect title to, disposition of, or use of state land and resources within an individual township. Arranged by file type and numerically within township.</p> <p>Media may include paper, aperture cards, microfilm/fiche, mylar, digital tape and compact discs.</p>	P	-	*	-	X	<p>*Contact the state archives when agency no longer has administrative/legal need to maintain originals.</p> <p>Additional copies may be disposed after administrative/management need is met.</p>
2	<p><b>Serial Register (Record Copy):</b></p> <p>(Security Copy):</p> <p>The serial register is the chronological narrative summary of all actions which affect, have affected or will affect the disposition of a casefile. Arranged by ADL number.</p> <p>Media may include paper, aperture cards, microfilm/fiche, mylar, digital tape and compact discs.</p>	P	-	*	-	X	<p>*Contact the state archives when agency no longer has administrative/legal need to maintain originals.</p> <p>Additional copies may be disposed after administrative/management need is met.</p>
3	<p><b>Land Classification Orders (Record Copy):</b></p> <p>(Security Copy):</p> <p>Original orders. Classification orders designate or restrict specific users for which state land can be used.</p> <p>Media may include paper, aperture cards, microfilm/fiche, mylar, digital tape and compact discs.</p>	P	-	*	-	X	<p>*Contact the state archives when agency no longer has administrative/legal need to maintain originals.</p> <p>Additional copies may be disposed after administrative/management need is met.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>State Status Plats (Record Copy):</b></p> <p>(Security Copy):</p> <p>Graphic representation of State land activity within a township.</p> <p>Media may include paper, aperture cards, microfilm/fiche, mylar, digital tape and compact discs.</p>	P	-	-	-	X	<p>*Contact the state archives when agency no longer has administrative/legal need to maintain originals.</p> <p>Agency will provide the state archives with a tape of the Status Plats database on a yearly basis. Database server is accessible via the World Wide Web.</p> <p>Additional copies may be disposed after administrative/management need is met.</p>
		-	-	P	-		