



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: 122900

Agency ID #: 95

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DEPARTMENT OF PUBLIC SAFETY ALCOHOLIC BEVERAGE CONTROL BOARD	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 #100.2, 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.

Statutory/Regulatory Authority: AS 04; 13 AAC 104. This records schedule supercedes #41402.

The Alcoholic Beverage Control Board is established as a regulatory and quasi-judicial agency for control of the manufacture, barter, possession, and sale of alcoholic beverages in the state. Alaska is a "license" state with issuance of licenses by the board to private business.

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	State Archivist		Date	Attorney General	Date
Doug Griffin			9/9/05		8/30/05
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	8-23-05	D. Dawson	8/10/05		9/18/05

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>LIQUOR LICENSE FILES (Licenses Transferred):</p> <p>(Licenses surrendered, forfeited, revoked, or not renewed):</p> <p>Records series includes approved application, copy of license, renewals, correspondence, violation notices, affidavits, etc., as long as the license is valid. A second file for financial information including required business reports, tax information, or creditor payment data is also maintained.</p>	C+2	28	-	C+30	X	<p>C=Date license is surrendered, forfeited, revoked, not renewed, or transferred. Financial data confidential per AS 43.05.230.</p> <p>Justification for "C+30" retention for transferred licenses: There is administrative need to research information relating to secured payments for property conveyed to transferees. Annual accrual rate is approximately six cubic feet.</p> <p>Certain data is input into "ABC Application".</p>
		C+2	8	-	C+10		
2	<p>Liquor License Application (Denied or Withdrawn):</p> <p>Documentation of licenses denied or withdrawn.</p> <p>Approved applications become part of the License File, Item 1.</p>	2	-	-	2		Certain data is input into "ABC Application".
3	<p>Catering & Special Events Permits:</p> <p>Permits issued for one-time events.</p> <p>Arranged by permit number.</p>	2	-	-	2		Certain data, including name of licensee, event/date of event and whether permit returned or not, is entered into an Excel spreadsheet.

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Liquor License Computer Indexes:</p> <p>Includes license number, name of licensee, city, borough and type of license.</p> <p>Annual computer printouts output at year end from "ABC Application."</p>	C			C		C=Until obsolete, superceded or administrative/management need is met.
5	<p>Inspection & Violation Logs:</p> <p>Documents dates inspections were made Logs provide information for audits, budgets, statistical trends, etc.</p>	7			7		Certain data is entered into an Excel spreadsheet.
6	<p>Enforcement Files:</p> <p>Includes complaints, investigative reports, advisory notices, etc. Investigative reports may contain information that results in criminal/civil litigation.</p>	C+2	18	-	C+20	X	<p>C=Date license is surrendered, forfeited, revoked, not renewed, or ownership is transferred.</p> <p>Confidential per Article I, Section 22, Alaska State Constitution.</p>

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		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Training Certification Files:</p> <p>Description of training programs provided for alcohol server education. Includes subjects taught, teaching methods, and testing required. Information must be provided by the common carrier licensee every three years for Board review and recertification.</p> <p>Arranged alphabetically by name.</p>	C	-	-	C		<p>C=Until course no longer offered by vendor.</p> <p>Authority: AS 04.21.025</p>
8	<p>Shared Revenue Files:</p> <p>Documentation of revenues collected and payments made to cities and boroughs.</p>	4	-	-	4		Record copy maintained by Tax Division.
9	<p>ABC Board Meeting Minutes & Agendas:</p> <p>Consists of meeting notes, attachments, recording tapes, and attendance rosters. There are references to audio tape numbers indicating where on tape a topic begins. Meetings are conducted to review applications and renewals.</p>	5	10	P	-		<p>Authority: AS 04.11.480</p> <p>Audio tapes are not transferred to the state archives and may be recycled when administrative need is met.</p> <p>Annual accrual rate is approximately 3 cubic feet.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 65.</p>

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10	<p>ABC Board Hearing Case Files:</p> <p>Includes protests, notices of hearing, testimony, correspondence, and findings.</p> <p>Arranged alphabetically by dba name.</p>	15	10	P	-		<p>Authority: AS 04.11.510(b)(2) or (4) AS 4.11.480</p> <p>Annual accrual is approximately three cubic feet.</p>
11	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, policies/procedures, reports; and, the following types of files: personnel, & payroll, reading, minutes/meeting, etc.</p> <p>ABCB 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 as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed from the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>