



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 120205

Agency ID #: 387

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF PUBLIC SAFETY

DIVISION OF FINANCE

DIVISION OF ADMINISTRATIVE SERVICES

JUN 19 2009

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 series are nonconfidential. This schedule supercedes previous schedule #120204.

Statutory/Regulatory Authority: AS 36.30 & 2 AAC 12 (State Procurement Code); AS 37.05 (Fiscal Procedures Act); AS 37.07 (Executive Budget Act).

The Division of Administrative Services provides management assistance to the commissioner and administrative support to all divisions. Centralized administrative support includes: operating/capital budgeting, financial management, payroll, leave accounting, purchasing, property control, leasing, contracting, accounts payable/receivable, interagency agreements, budget coordination, personnel actions, recruitment, labor contract administration, employee benefits, and warehouse operation

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 Dan Spencer <i>Dan Spencer</i>	State Archivist <i>Glenn S Cook</i>	Date 7/20/09	Attorney General <i>Craig J. Telberg</i>	Date 6/3/09
Signature of Division Director/Designee	Date 5-27-09	Records Analyst <i>D. Dawson</i>	Commissioner of Administration <i>K. J. Jensen</i>	Date 7/16/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</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 Administrative 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>Terminated Employee History Cards:</p> <p>Basic employment data on department employees. Also provides index to files in storage.</p>	C+50	-	-	C+50	X	<p>C=Until date employee terminates.</p> <p>Confidential under AS 39.25.080. Refer also to the General Administrative Records Retention Schedule, Personnel Administration Records.</p>
3	<p>Badge Control Records:</p> <p>Alphabetic and numeric indices.</p>	C+50	-	-	C+50		<p>C=Until employee termination date or date badge is obsolete.</p> <p>Maintained on a calendar year basis.</p> <p>Justification for "C+50" retention: Security and confidentiality issues. Retaining "C+50" minimizes the risk liability regarding badge falsification.</p>

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Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Commissioned Officer Personnel Files:</p> <p>Background investigations and training completion certificates. Records for exempt personnel who are also commissioned officers are maintained in this series.</p>	C+2	48	-	C+50	X	<p>C=Until date employee terminates.</p> <p>Confidential under AS 39.25.080.</p> <p>Maintained on a calendar year basis.</p>