



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 398      Schedule No: 12-398.1**

DEPARTMENT OF PUBLIC SAFETY  
 DIVISION OF FIRE AND LIFE SAFETY  
 398 - PLAN REVIEW BUREAU

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #121305.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
	*		9/2/11
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	8/5/11	*	8/24/11
State Archivist	Date	Records Analyst	Date
*	9/8/11	*	9/8/11

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001 - Plan Review Building Files</b> This series consists of a review of architectural plans for buildings, additions, and modifications to ensure they meet building codes and standards before construction begins. Included are appeals and modification documents.	H & E	C+30	Y	C = For the life of the building.
<b>002 - Plans Submitted for Review for Occupancy Types (A, E, I, R-1, R-2, Oil &amp; Gas)</b> This series consists of building blueprints.	H & E	C+30	Y	C = For the life of the building.  Refer to 13 AAC 50.010 and International Building Code regarding definitions of Occupancy Types.  R-1 (16 rooms or more) R-2 (16 rooms or more)
<b>003 - Plans Submitted for Review for Occupancy Types (M, B, R-1, R-2, S, U, F &amp; H)</b> This series consists of building blueprints.	H & E	3	Y	Refer to 13 AAC 50.010 and International Building Code regarding definitions of Occupancy Types.  R-1 (16 rooms or more) R-2 (16 rooms or more)

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center"><b>Retention Key</b></p> <p>A = Until Audit                      PO = Permanent (Retain in agency office)                      C = Cut-off event/date              S = Until Scanned                      CY = Current Year                      T = Transfer                      CFY = Current Fiscal Year              TO = Term of Office                      PA = Permanent (Transfer to State Archives)</p>	<p align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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