



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 664 Schedule No: 12-664.1

DEPARTMENT OF PUBLIC SAFETY
 DIVISION OF FIRE AND LIFE SAFETY
 664 - LIFE SAFETY INSPECTION 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 noted all records series are nonconfidential. This schedule supersedes #124001.

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
001 - Inspection Case Files This series consists of building fire safety inspections after the construction is complete, violation appeals, and Division response.	H & E	C+30	Y	C = For the life of the building.
002 - Investigation Case Files This series documents the State Fire Marshal's Office investigation of fires that meet its investigation criteria under 13 AAC 52.010. Consists of summary reports, interview summaries, drawings, diagrams, and photographs.	H & E	PO	Y	
003 - Fire Fatality Investigation Files This series documents the State Fire Marshal's Office investigation of fires that meet its investigation criteria under 13 AAC 52.010. Consists of summary reports, interview summaries, drawings, diagrams, photograph autopsy reports, and autopsy photographs.	H & E	PO	Y	
004 - Fireworks (Retail and Pyrotechnic Permits and Wholesale Licenses) This series consists of applications, correspondence, copies of licenses, receipts, and list of licenses. Includes rejected and revoked applications.	H & E	3	Y	Social Security Information is confidential under Alaska Constitution Article 1, Section 22.
005 - Fireworks (Display Permits) This series consists of applications, correspondence, drawing of fall out areas, proof of insurance, copies of permits, and list of permits. Includes rejected and revoked applications.	H & E	5	Y	Social Security Information is confidential under Alaska Constitution Article 1, Section 22.
006 - Fire System Permits This series consists of application, verification of experience, correspondence, and list of permits. Includes rejected and revoked applications.	E	C	Y	C = Until obsolete, superseded or administrative/management need is met. Social Security Information is confidential under Alaska Constitution Article 1, Section 22.

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.

Retention Key A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	Format Key H = Hardcopy E = Electronic D = Database M = Microform	Bus. Ess = Business Essential 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
007.1 - Fire Extinguisher Permits (Passed) This series consists of applications, test grades, correspondence, and list of permits.	E	C+3	Y	C = After permit is issued and data is entered/verified in the FE database, originals may be destroyed. Social Security Information is confidential under Alaska Constitution Article 1, Section 22.
007.2 - Fire Extinguisher Permits (Failed & Rejected) This series consists of applications, test grades, correspondence, and list of permits. Includes rejected and revoked permits.	H	3	Y	Social Security Information is confidential under Alaska Constitution Article 1, Section 22.

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<p style="text-align: center;">Retention Key</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 style="text-align: center;">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p style="text-align: center;">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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