



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Archives/Records & Information Management Service
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Schedule No: 121305

Agency I.D: 398

Page 1 of 2

RECORDS RETENTION SCHEDULE

RETENTION KEY

FORMAT KEY

| | | | |
|---|---------------------------|---|----------------|
| DEPARTMENT OF PUBLIC SAFETY DIVISION OF FIRE AND LIFE SAFETY PLAN REVIEW BUREAU | A – Audit | PA – Permanent (Transfer to State Archives) | H – Hardcopy |
| | C – Cut-off date/event | PO – Permanent (Retain in Office) | E – Electronic |
| | CY – Current Year | TO – Term of Office | D – Database |
| | CFY – Current Fiscal Year | Bus. Ess. – Business Essential Record | S – Scanned |
| | | | M – Microform |

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

Unless otherwise noted, all records series are retained on a Fiscal year basis.

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.

Unless otherwise indicated, all records series are non-confidential. This records schedule supersedes #121304.

Statutory/Regulatory Authority: AS 18.70; AS 18.72, 13 AAC 50-52, 55.

The mission of the State Fire Marshal's Office is to reduce loss of life, personal injury, property damage, and indirect socioeconomic losses caused by fire. The Plan Review Bureau is responsible for receiving plan reviews of architectural plans for buildings, additions, and modifications to ensure they meet building codes and standards before construction begins.

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, the records listed below are approved for retention and disposition as indicated.

| | | | | |
|---|-------------------------------------|---------------------------------------|--------------------------------------|--|
| Typed name of Division Director DAVID TYLER | State Archivist <i>D. Dawson</i> | Date 9/8/11 | Attorney General <i>Ala. Blum</i> | Date 8/5/11 |
| Signature of Division Director/Designee <i>[Signature]</i> | Date 9/2/11 | Records Analyst <i>[Signature]</i> | Date 9/8/11 | Commissioner of Administration <i>[Signature]</i> DOF DIRECTOR |

RIMS11/002

| Records Retention Schedule Continuation | | | Agency I.D: 398 | | Schedule No: 121305 | | Page 2 of 2 | |
|---|----------|--|-----------------|--------|---------------------|-----------------|-------------|---|
| Prev. Item No. | Item No. | Records Series Title & Description | Format | Office | Retention | | Bus. Ess. | Remarks |
| | | | | | Records Center | Total Retention | | |
| 1 | 1 | Plan Review Building Files 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. | E & H | 3 | C+30 | C+30 | X | C = For the life of the building. |
| 3 | 2 | Plans Submitted for Review for Occupancy Types (E, I, R-1, R-2, Oil & Gas) This series consists of building blueprints. | E & H | C+30 | - | C+30 | X | 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) |
| 4 | 3 | Plans Submitted for Review for Occupancy Types (M, B, R-1, R-2, S, U, F, & H) This series consists of building blueprints. | E & H | 3 | - | 3 | X | 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) |