



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: 121403

Agency ID #: 397

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF PUBLIC SAFETY DIVISION OF FIRE PREVENTION DIRECTOR'S OFFICE	DIVISION OF FINANCE JAN - 2 2006	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. This records schedule supercedes #121402.

Statutory/Regulatory Authority: AS 18.70; AS 18.71; 13 AAC 50-52, 55.

The mission of the Division of Fire Prevention is to reduce loss of life, personal injury, property damage, and indirect socioeconomic losses caused by fire. The division concentrates its efforts on life and fire safety inspections, plan reviews, fire investigations, and public fire safety education. It is also responsible for fire inspections in public buildings, fire training, fire safety education programs, inspection of construction plans, and investigates arson.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed 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
Gary Powell			1-24-07		12/26/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	11/14/06		1-4-07		11/21/07

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
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>Director's Office 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 on the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>