



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Archives/Records & Information Management Service
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STATE OF ALASKA

Schedule No: 122705

Agency I.D: 570

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RECORDS RETENTION SCHEDULE

RETENTION KEY

FORMAT KEY

DEPARTMENT OF PUBLIC SAFETY DIVISION OF FIRE AND LIFE SAFETY TRAINING AND EDUCATION BUREAU	A - Audit C - Cut-off date/event CY - Current Year CFY - Current Fiscal Year	PA - Permanent (Transfer to State Archives) PO - Permanent (Retain in Office) TO - Term of Office Bus. Ess. - Business Essential Record	H - Hardcopy E - Electronic D - Database S - Scanned M - Microform
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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 #122704.

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

The Training and Education Bureau provides fire training and public fire education services to the Alaskan fire service and all sectors of the Alaskan public. The Fire Training Unit provides effective leadership, coordination and support for fire prevention and suppression programs to Alaska's Fire and Emergency Services Community losses from disasters. The Public Fire Education Unit promotes fire and life safety issues through education. The focus is on fire prevention to reduce the possibility of injury or death from fire.

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>Alan Bly</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: 570		Schedule No: 122705		Page 2 of 3	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
1	1	Fire Department & Fire Association Files This series consists of correspondence, training files, fire training grant files, and fire department registration files for fire departments and related fire associations within Alaska.	E & H	C	-	C	X	C = Until obsolete, superseded or administrative/management need is met.
3	2	Training Files This series consists of correspondence, student attendance, evaluations, course schedule, sample exams, course cost, instructor cost information, and administrative information for a variety of courses and workshops.	E & H	C	-	C	X	C = Until obsolete, superseded or administrative/management need is met.
4	3	ANFIRS Incident Reports This series consists of Alaska/National Fire Incident Reporting System, source listings, and documentation. These reports documents type of fires and fire dollar loss.	E & H	CY+4	-	CY+4	X	Many of these reports are transmitted to the division electronically. Input into Firehouse/Federal Client Tool by staff. These reports are available on the National Fire Data Center.

Records Retention Schedule Continuation			Agency I.D: 570		Schedule No: 122705		Page 3 of 3	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
5	4	<p>Fire System Permits</p> <p>This series consists of application, verification of experience, correspondence, and list of permits. Includes rejected and revoked applications.</p>	E & S	C	-	C	X	<p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>Social Security Information is confidential under Alaska Constitution Article 1 Section 22.</p>
6	5	<p>Fire Extinguisher Permits</p> <p>(Passed)</p> <p>(Failed & Rejected)</p> <p>This series consists of applications, test grades, correspondence, and list of permits. Includes rejected and revoked permits.</p>	E H	C+3 3	- -	C+3 3	X	<p>C = After permit is issued and data is entered/verified in the FE database, originals may be destroyed.</p> <p>Social Security Information is confidential under Alaska Constitution Article 1 Section 22.</p>