



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT  
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# STATE OF ALASKA

Schedule No: 124001

Agency I.D: 664

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## RECORDS RETENTION SCHEDULE

### RETENTION KEY

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

### FORMAT KEY

H - Hardcopy  
 E - Electronic  
 D - Database  
 S - Scanned  
 M - Microform

DEPARTMENT OF PUBLIC SAFETY  DIVISION OF FIRE AND LIFE SAFETY  LIFE SAFETY INSPECTION 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 #124000.

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 Life Safety Inspection Bureau provides life safety inspections, fire investigations, fire fatality investigations, and runs the firework program for the State of Alaska.

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 <b>David Tyler</b>	State Archivist <i>D. Dawson</i>	Date 9/8/11	Attorney General <i>Alan Rylance</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	Date 8/24/11

RIMS11/002

Records Retention Schedule Continuation			Agency I.D: 664		Schedule No: 124001		Page 2 of 3	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
		<b>Inspection Case Files</b>						
1	1	This series consists of building fire safety inspections after the construction is complete, violation appeals, and Division response.	E & H	3	C+30	C+30	X	C = For the life of the building.
		<b>Investigation Case Files</b>						
2	2	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.	E & H	PO	-	PO	X	
		<b>Fire Fatality Investigation Files</b>						
3	3	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.	E & H	PO	-	PO	X	

Records Retention Schedule Continuation		Agency I.D: 664		Schedule No: 124001			Page 3 of 3	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
4	4	<b>Fireworks (Retail and Pyrotechnic Permits and Wholesale Licenses)</b> This series consists of applications, correspondence, copies of licenses, receipts, and list of licenses. Includes rejected and revoked applications.	E & H	3	-	3	X	Social Security Information is confidential under Alaska Constitution Article 1 Section 22.
-	5	<b>Firework (Display Permits)</b> 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.	E & H	5	-	5	X	Social Security Information is confidential under Alaska Constitution Article 1 Section 22.