



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 121804

Agency ID #: 400

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DEPARTMENT OF PUBLIC SAFETY DIVISION OF ALASKA WILDLIFE TROOPERS REGIONS (STATEWIDE)	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 #121803.

Statutory Authority: AS 16, 5 AAC (Fish & Game); 20 AAC (Limited Entry); AS 11 (Criminal); AS 46 (Environment); AS 44 (State Government); AS 02 (Aeronautics); AS 08, 12 AAC (Guiding/Outfitting); AS 18 (Health & Safety).

The mission of the Division of Alaska Wildlife Troopers is protect State fish and game resources by enforcing the statutes and regulations that have been created to protect those resources, and to provide deterrence to those who would attempt to benefit from the illegal taking of Alaska's fish and wildlife.

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
Colonel Gary Folger			11/15/07		10/8/07
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	4/23/07		4-16-07		11/16/07

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Dispatch Cards (Case Cards): [Form 12-291]</p> <p>This series consists of a record of first contact which may or may not be further investigated.</p> <p>Arranged by case card numbers.</p>	13 Mos.	-	-	13 Mos.		<p>All information from Dispatch Cards are entered into the Department of Public Safety's APSIN mainframe.</p> <p>APSIN: Alaska Public Safety Information Network</p>
2	<p>Investigative Case Reports & Backup:</p> <p>Records series consists of region copy of case report, evidence forms, Uniform Summons and Complaint [Form 12-552] and other backup documents.</p> <p>Arranged by case number.</p>	C	-	-	-		<p>C=Until transferred to Division of Administrative Services, Records & Identification Section for microfilming (Refer to Records Retention Schedule #120501, Items 3 & 4).</p> <p>Information from Investigative Reports are entered into the Department of Public Safety's APSIN mainframe.</p>
3	<p>Aircraft Log: [Form 12-509]</p> <p>This series consists of hours logged on all Division aircraft.</p> <p>Arranged alphabetically by aircraft.</p>	C+1	-	-	C+1		<p>C=Until aircraft is no longer in use.</p> <p>These records are maintained at the Aircraft Section, Detachments & Posts.</p> <p>This information is kept in a MS Access database at the Aircraft Section, along with hard copies at Detachments and Posts.</p>

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	Vessel Logs:	C+3	-	-	C+3		C=Until vessel is no longer in use.
	Other Vessel Records: Other Vessel Records consists of the following: maintenance reports, trip reports and vessel inspection reports [Form 12-511]. Arranged alphabetically by vessel name and then chronologically.	3	-	-	3		These logs are maintained for maritime use. Maintenance records are maintained at the Region & Posts. Vessel inspection reports are maintained at the Marine Section, Posts & Region. Justification for C+3 year retention: Maritime claims have a 3 year statute of limitations.
5	GENERAL ADMINISTRATIVE RECORDS: Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology. Statewide staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).	-	-	See GRS	See GRS		All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met. The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.