



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: 122003

Agency ID #: 399

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF PUBLIC SAFETY DIVISION OF ALASKA WILDLIFE TROOPERS DIVISION OF FINANCE CENTRAL OFFICE MAY 17 2007	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 noted all records series are nonconfidential. This records schedule supercedes #122002.

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 to 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. The goal of the Central Office is to provide overall direction and administrative support to the resource enforcement programs and activities of the regions field personnel.

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.

Divison Director	State Archivist	Date	Attorney General	Date
Colonel Gary Folger	<i>[Signature]</i>	5-29-07	<i>[Signature]</i>	5/10/07
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	<i>[Signature]</i>	5/2/07	<i>[Signature]</i>	5/10/07

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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>Central 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 Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Central Office Program Administration/Special Projects Files:</p> <p>Includes correspondence and information related to the administering of bureau programs or special projects.</p>	5	-	*	5		<p>*Some projects may contain significant issues and have long-term value. Contact the State Archives prior to destruction if files are Record Copy.</p>
3	<p>Vessel Logs (Copies):</p> <p>Copies of vessel logs held at the Regions.</p>	2	-	-	2		<p>Originals are maintained on vessels. Refer to records schedule #121804 Item #4 (Vessel Logs).</p> <p>Maintenance records are maintained at the Regions & Posts.</p>