



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
 POB 110525, 141 Willoughby  
 Juneau, AK 99811-0525  
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 50105

Agency ID #: 122

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<p>DEPARTMENT OF EDUCATION &amp; EARLY DEVELOPMENT</p> <p>ALASKA STATE COUNCIL ON THE ARTS</p>	<p><b>KEY</b></p> <p>A - After Audit      Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year      TO - Term of Office</p> <p>P - Permanent      S/M - After Scanning/ Microfilming</p> <p>C - Current or as defined</p>
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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.

All records are nonconfidential except as may be noted in the General Schedule. This records schedule supercedes #50104.

Statutory/Regulatory Authority: AS 44.27.040; AS 35.27.010; 20 AAC 30.010 - 985.

The Alaska State Council on the Arts was established in 1966 and is governed by an eleven member volunteer board. The Council is appointed by the Governor to guide the development of the Arts throughout the State. It is the primary governmental arts funding agency in Alaska and offers financial support through matching grants to nonprofit arts agencies, schools and artists. Its professional staff provides technical assistance and services to artists, arts organizations and arts supporters in Alaska.

NOTE: 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 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Director  <b>Charlotte Fox, Exec. Director</b>	State Archivist  <i>Glenn S Cook</i>	Date  10/22/08	Attorney General  <i>Craig J. Tilley</i>	Date  9/24/08	
Signature of Division Director/Designee  <i>[Signature]</i>	Date  9/19/08	Records Analyst  <i>Christopher L. Hill</i>	Date  9-17-08	Commissioner of Administration  <i>Ken G. Jensen</i>	Date  10/10/08

**RECORDS RETENTION SCHEDULE CONTINUATION**

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Alaska State Council on the Arts staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</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><b>Grant Files:</b></p> <p>This series documents the selection, award and administration of the following types of funded grants: General, Artists-in-Schools, Workshop, Operating Support, Project, Career Opportunity, Community Arts Development, Master Artist and Apprenticeship and Culture Collaborations grants.</p> <p>Arranged alphabetically by grantee.</p>	C+2	4	-	C+6		<p>C=Until grant funds are expended.</p> <p>Refer also to the General Records Retention Schedule, Items 40 - 44.</p>
3	<p><b>Grant Administration Files (State Received-Recipient):</b></p> <p>This record series documents the application, financial reporting (including status &amp; progress reports), management and any other related material that is generated subsequent to application for and/or expenditure of grant funds received by the State Arts Council, specifically grants received from the National Endowment of the Arts (NEA) and other grants from private organizations.</p> <p>Arranged alphabetically by grantor.</p>	C+2	4	-	C+6		<p>C=Until grant funds are expended.</p> <p>Refer also to the General Records Retention Schedule, Item 41 (Grant Administration Files - State Received-Recipient).</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Special Projects:</b></p> <p>This series consists of files relating to special projects that the Council undertakes.</p> <p>Arranged alphabetically.</p>	C+4	-	P	-		<p>C=Until project is completed.</p> <p>Refer also to the General Records Retention Schedule, Item 77 (Special Projects).</p>
5	<p><b>Percent For Art Program Files:</b></p> <p>Under AS 35.27.020 one percent of the total construction costs for a public building with an estimated construction cost of more than \$250,000 must be reserved for the design, construction, mounting and administration of works of art. The Department of Transportation will consult with the Council for technical assistance prior to preparing plans and specifications. This series consists of catalog worksheets, photographs, slides, correspondence and inventories.</p> <p>Arranged alphabetically by building.</p>	P	-	-	-	X	