



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 121 Schedule No: 05-121.1

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 OFFICE OF THE COMMISSIONER
 121 - PUBLIC INFORMATION OFFICE

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

All records series are non-confidential. This records retention schedule supersedes #52301.

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.

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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
	*		12/12/96
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	1/8/97	*	1/16/97
State Archivist	Date	Records Analyst	Date
*	1/21/97	*	12/5/96

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - News Releases (Original) This series consists of all news releases issued by the Office of the Commissioner.</p> <p>Arranged chronologically.</p>		PA		Annual accrual rate is less than .5 cubic foot.
<p>002 - Publications Masters This series consists of brochures, information sheets, booklets etc.</p> <p>Arranged alphabetically by publication date.</p>		PA		Annual accrual rate is less than .5 cubic foot.
<p>003 - Newspaper Clippings File (Masters) This series consists of clippings that relate to departmental activities.</p> <p>Arranged chronologically.</p>		PA		All clippings to be transferred to the State Archives must be mounted and identified. Annual accrual rate is less than .5 cubic foot.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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