



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: 50803

Agency ID #: 123

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT DIVISION OF FINANCE OFFICE OF THE COMMISSIONER APR 29 2009</p>	<p>KEY</p> <p>A - After Audit Numerals - Years in addition to current year CFY - Current Fiscal Year CY - Current Year TO - Term of Office P - Permanent S/M - After Scanning/ Microfilming 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 Retention Schedule, 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 #50802 (Commissioner) and #52301 (Public Information Office).
 Statutory/Regulatory Authority: Article III, Section 26, Alaska State Constitution; AS 14 (Education); 4 AAC (Education & Early Development.)

The Commissioner of the Department of Education & Early Development provides leadership and support to all aspects of Alaska's education system by effectively and efficiently managing department programs to facilitate and improve delivery of educational services. The Commissioner implements the policies and regulations adopted by the State Board of Education and promotes collaboration among schools, students, families, and communities to improve learning.

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.

<p>Division Director Larry LeDoux, Commissioner</p>	<p>State Archivist <i>Glenn Cook</i></p>	<p>Date 5/11/09</p>	<p>Attorney General <i>Craig Tilly</i></p>	<p>Date 4/23/09</p>	
<p>Signature of Division Director/Designee <i>[Signature]</i></p>	<p>Date 4-21-09</p>	<p>Records Analyst <i>D. Dawson</i></p>	<p>Date 3/12/09</p>	<p>Commissioner of Administration <i>[Signature]</i></p>	<p>Date 5/7/09</p>

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>COMMISSIONER RECORDS [Unless otherwise listed on this schedule]:</p> <p>The Commissioner General Records Retention Schedule includes the following types of files: reading, program administration, special projects, legislative, regulation, policies, procedures, legal opinions, reports, minutes/meeting, public information and hearing officer.</p> <p>The General Administrative Records Retention Schedule includes other administrative records related to: Budget Preparation; General Accounting; Grant Mgt; Procurement, Leasing & Property; General Admin; Personnel Admin; and, IT.</p>			See GS	See GS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>GS: General Schedule-</p> <p>The Commissioner General Records Retention Schedule and General Administrative Records Retention 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 General Administrative Records Retention Schedule or the Commissioner General Schedule.</p>
2	<p>Policy & Procedure Memoranda, Numbered:</p> <p>Policies and procedures issued by the Commissioner's Office through numbered memoranda.</p>	5	-	P	-	X	