



DEPARTMENT OF EDUCATION
 Division of Libraries, Archives & Museums
 Archives and Records Management Services
 141 Willoughby Avenue
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Schedule Number: 052301

Agency Id: 121

STATE OF ALASKA

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RECORDS RETENTION SCHEDULE

KEY

DEPARTMENT OF EDUCATION
 OFFICE OF THE COMMISSIONER
 PUBLIC INFORMATION OFFICE

A - After Audit
CFY - Current Fiscal Year
CY - Current Year
P - Permanent

Numerals - Years in Addition to Current Year
TO - Term of Office
M - After Microfilming
C - Current/or as defined

The agency intends to follow retention periods of records listed in *State of Alaska General Administrative Records Schedule #000100*; therefore, those records have not been repeated on this schedule.

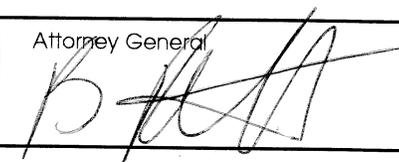
Unless otherwise noted, all records are retained on a **Fiscal** year basis.

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible permanent retention in the Alaska State Archives in accordance with AS 40.21.030.

All records series are nonconfidential.

Statutory/Regulatory Authority: Article III, Section 26, *Alaska State Constitution*; AS 14; 4 AAC. The goals of the Department of Education are to: 1) focus the education system on improving the knowledge, skills and attitudes of learners to prepare them for community and global citizenry, lifelong learning and work; 2) provide leadership and support throughout the education system to effectively and efficiently serve constituents of all ages and states of learning; 3) advocate the use of model programs and alternatives for learners of all ages, abilities, and cultures in collaboration with consumer groups, service providers, Native associations and other public agencies; 4) promote collaboration among schools, learners, families, and communities to enhance learning and the delivery of services; 5) promote and inspire public confidence in and support for education.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Typed Name Division Director Shirley J. Holloway, Ph.D. Commissioner	State Archivist 		Date 1/21/97	Attorney General 	Date 1/8/97
Signature of Division Director 	Date 12-12-96	Records Analyst 	Date 12/5/96	Commissioner of Administration Donald Wanic for Mark Boyer	Date 1/16/97

Retention

Disposition

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Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
01	<p>News Releases (Original):</p> <p>This series consists of all news releases issued by the Office of the Commissioner. Arranged chronologically.</p>	5	-	P	-		Annual accrual rate is less than .5 cubic foot.
02	<p>Publications Masters:</p> <p>This series consists of brochures, information sheets, booklets, etc. Arranged alphabetically by publication date.</p>	5	-	P	-		Annual accrual rate is less than .5 cubic foot.
03	<p>Newspaper Clippings File (Masters):</p> <p>This series consists of clippings that relate to Departmental activities. Arranged chronologically.</p>	5	-	P	-		<p>All clippings transferred to the State Archives must be mounted and identified.</p> <p>Annual accrual rate is less than .5 cubic foot.</p>

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Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
04	<p>GENERAL ADMINISTRATIVE FILES</p> <p>Includes administrative records related to budget, fiscal accounting, purchases, grants & contracts, personnel, general correspondence, regulation files, reading files, etc.</p> <p>The Public Information Office intends to follow the retention times established by the <i>General Administrative Records Retention Schedule</i>.</p>						<p>NOTE: Correspondence maintained in electronic format must meet same retention requirements as hard copy documents. If electronic document is a draft or duplicate of finalized copy which is filed elsewhere, deletion or destruction may follow administrative need.</p>