



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 76 Schedule No: 05-76.1

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS
 76 - STATE HISTORICAL RECORDS ADVISORY BOARD

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.

Unless otherwise noted all records series are nonconfidential. This records schedule supersedes #55203.

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 |
| | * | 8/19/08 |
| Attorney General/Designee | Date | Commissioner of Administration/Designee |
| * | 9/3/08 | * |
| | | Date |
| State Archivist | Date | Records Analyst |
| * | 8/19/08 | * |
| | | Date |
| | | 8/19/08 |

* Original signatures held on file.

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---|--------|-----------------|-----------|--|
| 001 - Board Member Lists Listing of appointed board members, address, and term of office. There are seven board members, each serving three year terms. | | C | | C = Until records are obsolete, superseded or administrative need is met. |
| 002 - Board By-Laws By-laws approved by the board members. | | PA | | Original by-laws retained permanently to establish continuity and historical tracking. |
| 003 - State Historical Records Plan Statewide plans developed and published by the Board. The purpose of the plan is to set an agenda for developing/managing archives and manuscript collecting throughout Alaska and to establish evaluation criteria for grant proposals made to the NHPRC. | | PA | | |
| 004 - Grant Proposals/Reviews Applications for federal funds submitted to the state board for review and comment prior to submission to NHPRC. Includes board member comments and correspondence relating the application. Arranged chronologically and then sequentially. | | 5 | | |
| 005 - Other State Programs Information received on other state plans, programs, activities, etc. | | C | | C = Until administrative need is met. |
| 006 - Minutes & Meeting Files - Policies & Procedures Records document the policies, decisions and historical activities of the board. May include the following records: agenda, information packets, reports, notes, transcripts, media releases, meeting summaries, public testimony statements & questionnaires, policies, procedures, directives, decisions, rules, or manuals that address mission essential functions. | | PA | | |

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 C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</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> |
|--|--|--|