



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: 524      Schedule No: 05-524.1**

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS

524 - ALASKA STATE ARCHIVES/RECORDS & INFORMATION MANAGEMENT SERVICE (ASA/RIMS)

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 #54806.

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
	*		11/3/11
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	10/19/11	*	11/1/11
State Archivist	Date	Records Analyst	Date
*	11/3/11	*	11/3/11

\* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Records Management Reference Requests</b>                      This series consists of microfilm and microfiche requests from state agency personnel. These microforms are stored at the Short Street facility.</p> <p>Arranged by chronologically.</p>	H & E	C+3		
<p><b>002 - Records Retention Schedules</b>                      Records retention schedules are prepared by records analysts and document the administrative, legal, fiscal and historical values of records administered by state agencies. The schedule stipulates how long records are retained in the office, how long a period, if any, in which they are stored offsite, and their ultimate disposition (destruction or transfer to the State Archives).</p> <p>Arranged by department and then by schedule number.</p>	H & E	PO		Current records retention schedules in PDF format are posted on the Records & Information Management Service homepage.  Current records schedules in PDF format are posted on the Records Management homepage.
<p><b>003 - Retention Schedule Development Files</b>                      Consists of a Records Retention Schedule (item #002) working file. Includes backup documents that justify certain retention periods, records audit forms, contact notes, memoranda, emails, etc.</p>	H & E	C		C = Until current RRS is superseded.  Data relating to progress of updating RRS is located in the "RIMS RRS Information" Excel spreadsheet.
<p><b>004 - Records Dispositions</b>                      Official Record Copy of Records Disposition Authorizations and Records Destruction Notices documenting disposition of State records.</p> <p>Arranged numerically.</p>	H & E	PO		
<p><b>005 - Records Transfer Lists</b>                      Records Transfer Lists document the transfer of records (boxes, master microfilm, or other media) to the records centers or Short Street. Transfer lists for boxes with a retention of five years or longer are output to paper.</p> <p>Hard copies are arranged by agency identification number; electronic versions are administered by year then by RTL number on the "O" drive of the server.</p>	H & E	PO		Relevant information on the transfer list is input into the Records & Information Management System (item #006).

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"><b>Retention Key</b></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"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>006 - Records &amp; Information Management System</b> Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).	D	PO	Y	Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).
<b>007 - Security Log</b> Non-staff entry to stack area. Current copy located at upstairs reference desk.  Arranged chronologically.	H	1		
<b>008 - Records Officer Appointments</b> Records officer appointment memoranda under AS 40.21.060 (9).  Arranged by department number.	H & E	C + 3		C = Until appointment is superseded.
<b>009 - Records Center Holdings &amp; Statistical Operational Reports</b> Arranged chronologically.	H	C		C = Until administrative need is met.  Official Record Copy held by the Division of General Services.
<b>010 - Archives Finding Aids &amp; Registers</b> These research aids facilitate State Archives' research and consist of hardcopy finding aids, accession register, Excel, Minisis, and MS Access datafiles.  Hardcopy is arranged by record group number and then by series number.	H, E & D	PA	Y	Obsolete, superseded or redundant information may be disposed after administrative need is met.  Finding aids include agency histories with supporting information; de-accessioning notes; functional series descriptions, including scope and content notes/supporting data; container lists that document file unit contents; and, shelf locations.

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<p><b>011 - Archives Series File</b>                      This file documents the care and management of records that have been transferred to the legal and physical custody of the State Archives. Includes disposition paperwork, support materials generated during the archival arrangement and description process, all extant processing worksheets, container lists, shelf lists, and series inventory updates.</p> <p>Arranged by record group number and then by series number.</p>	H & E	PO		
<p><b>012 - Archives Service Worksheet</b>                      This records series is used for statistical purposes and documents pertinent patron (or client) data. Data includes research topic, requested documents, accounting, and patron information.</p> <p>Arranged sequentially.</p>	H & E	CY+5		Confidential under AS 40.25.140.
<p><b>013 - Registration Forms</b>                      Signed registration forms that certify the researcher will comply with Archives' policies and procedures.</p> <p>Arranged by registration form number.</p>	H	CY+1		Names, addresses and all other personally identifiable information is confidential under AS 40.25.140.  Patrons must register annually.  Patrons must register annually.
<p><b>014 - Request for Copy Service</b>                      Form serves as a receipt for copy service provided to patrons.</p> <p>Arranged sequentially.</p>	H	CFY+3		

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