



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: 682 Schedule No: 05-682.1

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS
 682 - ALASKA STATE LIBRARY

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 indicated all records series are nonconfidential. This schedule supersedes #55101, #50705, and #54304.

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 |
| Linda Thibodeau | * | | 8/29/12 |
| Attorney General/Designee | Date | Commissioner of Administration/Designee | Date |
| Alan Birnbaum* | 10/8/12 | Scot Arehart | 9/5/12 |
| State Archivist | Date | Records Analyst | Date |
| Dean Dawson* | 9/7/12 | Gordon Brown* | 9/7/12 |

* = Original signatures held on file.

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>001 - Historical Collections Accession File This series consists of the master file of all Historical Collections primary resource collections. It documents the library's legal receipt of the collection and consists of the following: Instrument of Donation or Deed of Gift, correspondence and backup regarding the donation, original finding aid and inventory sheets, processing record, and checklist.</p> <p>Arranged by Manuscript (MS) and Photographic Collection Album (PCA) number.</p> | H | PO | Y | There is a Microsoft Word datafile of MS and PCA numbers: a Manuscript List (referencing numbers, main entry, brief description and physical description) and a Photograph List (referencing numbers and main entry). Both of these collections are cited as bibliographic entries on SIRSI, the Alaska State Library's information system. File is approximately 36 cubic feet and documents approximately 603 Manuscripts and 609 Photograph Collections. |
| <p>002 - Alaska Microfilm/Microfiche (Master Security Copy) Masters of historical materials, including reels of microfilmed Alaska newspapers including: the Alaska Newspaper Project, a National Endowment for the Humanities grant (1991-98, arranged alphabetically by location) and Photo Fiche (105mm master microfiche negatives and work copies produced by private contractors, arranged by accession).</p> | M | PRC | | PRC = Permanent (Records Center). A complete list is available at the library and at Central Microfilm Services. Masters are stored offsite for security reasons and also used for duplication purposes. Duplicate work copies are used by library patrons. Photofiche duplicate copies are located in many Alaska libraries. |
| <p>003 - Historical Collections Accession Register Register of accessions by accession number.</p> <p>Administered in MS Access.</p> | D | PO | | Does not include books and serials purchased by the library. |

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>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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p> | <p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------|-----------|-----------------------------------------------------------------------------------------------------------------------------|
| <p>004 - Inter-Library Loan (ILL) Requests This records series is used for statistical purposes. May include information such as name, address, research topic, and materials requested as well as correspondence with the patron regarding fulfilling ILL requests. Personally identifiable information is removed from ILL requests once the request has been fulfilled.</p> <p>Arranged chronologically.</p> | H & E | CY+3 | | Confidential under AS 40.25.140, Confidentiality of Library Records. Retention per CONTU Guidelines. |
| <p>005 - Reference Requests This records series is used for statistical purposes. May include information such as name, address, research topic, and materials requested as well as correspondence with the patron regarding fulfilling reference requests.</p> | H & E | C | | C = Until date of final fulfillment of request. Confidential under AS 40.25.140, Confidentiality of Library Records. |
| <p>006 - Historical Collections Researchers Log Chronological log of research room patrons.</p> | H | CY+2 | | Confidential under AS 40.25.140, Confidentiality of Library Records. |
| <p>007 - Historical Collections Pending Accession File and Lead File Consists of documentation regarding potential accessions into the collection.</p> <p>Arranged by year and then alphabetically by name of potential donor.</p> | H & E | C | | C = Until transferred into the Historical Collections Accession File, item #001; or, disposed. |
| <p>008 - Historical Collections De-Accession File Items transferred, returned to donor, or disposed.</p> <p>Arranged by number.</p> | H & D | PO | | |

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> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>009 - Historical Collections Use Request Forms These forms document the purpose and conditions of photographs provided to patrons by Historical Collections. Includes name, address, telephone number of patron and a description of items being used. Conditions include: Additions, Copyright, Courtesy Copies, Credit Line & Display, Negatives, One-time Use Only, Service Fee, and Use Policy. Applicant certifies data supplied is correct and agrees to any permission stipulations regarding use.</p> <p>Arranged chronologically.</p> | H & D | PO | | |
| <p>010 - Legislative Floor Session Audio This series consists of audio of all Alaska State Legislature House and Senate floor sessions. Includes special sessions.</p> <p>Arranged chronologically on compact disc.</p> | E | C | | <p>C = Current legislative cycle plus the duration of the previous cycle (approximately four years).</p> <p>While in session, the Alaska State Legislature transfers three copies on compact disc daily to the Alaska State Library. At the end of session, one set is transmitted to the State Archives and another set is sent to the Alaska Court System Law Library in Anchorage. The original set transferred from the Legislature remains with Information Services for the current legislative cycle and through the previous legislative cycle (approximately four years).</p> |
| <p>011 - Central Micrographics Lab (CML) Project Files</p> <p>Consists of project agreements and descriptions of individual client agencies.</p> <p>Arranged by project number.</p> | H | C+3 | | <p>C = Until project is concluded.</p> <p>This series provides an historical overview of all CML projects. Selected statistical data may be retained until administrative need is met.</p> |

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>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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p> | <p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>012 - CML Production Cards Records series consists of Micrographics Job Orders completed for each project. Lists the following data: requesting agency, records series title, medium format, service requested, number of duplicates, labor documentation, materials used, and other job specifications.</p> <p>Arranged yearly by customer number.</p> | H | CFY+3 | | |
| <p>013 - Alaska Newspaper Database This MS Access application consists of an index to over 4,800 master microfilm rolls of Alaska newspapers. The rolls were created either by the University of Alaska, Fairbanks or Historical Collections and are available for duplication. Includes the following: titles, dates, records center location, notes, origin and roll numbers.</p> | D | PO | Y | Master rolls are administered by Information Services. |
| <p>014 - CMSDATA3 This MS Access application is used to generate agency invoices and includes information input from item #011 (CML Project Files). Consists of the following: number of documents, images, rolls and duplicates; customer number; supplies used; labor; and type of medium used.</p> | D | PO | Y | A "repair" table generates equipment repair invoices, tracks maintenance and aids in troubleshooting analyses. Includes the following: serial numbers, description of problem, maintenance performed, and hours of labor. |
| <p>015.1 - LSTA Records Consists of: 5-year plan and 5-year evaluation, long range program, annual plan, financial performance report, information on funded projects, notes and all related correspondence.</p> <p>Arranged chronologically by federal fiscal year.</p> | H & E | FFY+7 | | FFY = Federal Fiscal Year LSTA = Library Services & Technology Act. The LSTA is a federal grant program administered in Alaska by the State Librarian. Each year the State Librarian awards grants on a competitive basis unless announced otherwise. |

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> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>015.2 - LSTA Records (5-year Plan and Evaluation) Consists of 5-year plan and 5-year evaluation for LSTA grant records that are extracted from the larger file, item #15.1, for permanent retention.</p> <p>Arranged chronologically by federal fiscal year.</p> | H | PA | | |
| <p>016 - Federal LSCA Title II & State Library Construction Grant Files This series includes documentation of both Title II and State funded construction of public libraries and includes correspondence, budget and contract data. Does not contain construction blueprints, which are filed separately.</p> <p>Arranged alphabetically by library name.</p> | H | C+20 | | <p>C = Until the building is no longer used for library purposes. The federal government has a 20 year interest in these records, or as long as the building is used for library purposes, so this retention meets both of those requirements.</p> <p>LSCA = Library Services & Construction Act.</p> <p>There will be no further accumulation to this records series as construction grants were no longer funded as of 1996.</p> |
| <p>017 - Public Library Technology Reports Surveys regarding technology use are submitted to the ASL from every public library around the state. Data from these surveys are entered into an Excel spreadsheet and hard copies of the data reports are filed by calendar year.</p> | H & E | CY+1 | | <p>Reports are for operational use only. Used by library staff to anticipate operational needs and to train staff.</p> |
| <p>018 - Library Development Intranet Database Database used by library development staff to maintain a referential directory of contact and basic operational information for each of the libraries in Alaska. Includes information regarding ASL staff visits to a library, contact information, E-Rate information, years that public library grants were received by an institution, and so on.</p> | D | PO | | |

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>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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p> | <p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>019.1 - Talking Book Center Patron Files (Certified Applications) This series contains Talking Book Center patron applications. Talking Book Center patrons are certified as having a visual or physical disability to such an extent that they cannot read standard print books.</p> | H | C+5 | | <p>C = Patron becomes inactive.</p> <p>Patron may become inactive as a result of no activity, cancellation of patronage, or transfer to another state. Should transfer occur, the ASL is required to forward the patron's file to the new Talking Book Center responsible for that patron.</p> |
| <p>019.2 - Talking Book Center Patron Files (Reading Records) This series contains Talking Book Center patron reading records. Talking Book Center patrons are certified as having a visual or physical disability to such an extent that they cannot read standard print books.</p> | H | C+1 | | <p>C = Patron becomes inactive.</p> <p>Patron may become inactive as a result of no activity, cancellation of patronage, or transfer to another state. Should transfer occur, the ASL is required to forward the patron's file to the new Talking Book Center responsible for that patron.</p> |
| <p>019.3 - Talking Book Center Patron Files (Deceased Patrons) This series contains Talking Book Center patron applications and reading records. Talking Book Center patrons are certified as having a visual or physical disability to such an extent that they cannot read standard print books.</p> | H | CFY | | <p>In the case of a deceased patron, the application and reading records may both be disposed of after the close of the current fiscal year in which the patron passed away. Records should be changed as soon as assigned equipment is returned or after three attempts at retrieval have been made.</p> |
| <p>020 - E-Rate Files Series contains E-Rate files, application records and technology plans for schools and libraries around the state that apply for and/or receive funds from the E-Rate federal subsidy. The ASL assists libraries and schools throughout the state during the application process. Application records are maintained in the Anchorage library development office.</p> | H & E | C+7 | | <p>C = The last date covered by the E-Rate plan.</p> <p>All E-Rate files are administered by a contractor, not by ASL staff directly.</p> |

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.

| Retention Key | Format Key | Bus. Ess = Business Essential |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <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>H = Hardcopy E = Electronic D = Database M = Microform</p> | <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p> |

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 021 - State- and LSTA-funded Grant Files Record series contains grant files for state- and LSTA-funded grant monies awarded by the ASL to libraries in Alaska. | H | CFY+7 | | Record series must be retained per federal retention requirements and therefore would not be covered by the grants records series on the GARRS. |
| 022 - Summer Reading Program Files Files consist of information regarding materials sent to library across the state that participate in the Summer Reading Program and the corresponding reports that participants are required to submit at the end of the program session. | H | CFY+7 | | Records series must meet federal grant retention requirements as the materials are sometimes purchased with LSTA funds. |
| 023 - SIRSI This information system is the Alaska State Library catalog which is owned and operated by the following members of the Capital City Libraries consortium: Juneau Public Library, including branches and the University of Alaska Southeast Egan Library. | D | C | | C = Until the consortium no longer has an interest in the publication or acquisition. Retain circulation records until records are obsolete or superseded. SIRSI replaced "Dynix" - previously listed on the Information & Technical Services schedule #50703. |

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