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: 76 Schedule No: 05-76.2

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT

DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS

76 - ALASKA 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 #05-76.1.

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
Dean Dawson	D. Dawson	7/2/14

Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
Alan Birnbaum	7/22/14	FOR	7/14/14

State Archivist	Date	Records Analyst	Date
D. Dawson	7/2/14	Valerie Rose	7/15/2014

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Board Member Lists Listing of appointed board members, addresses, and term of office. There are nine board members, each serving three year terms.	H	C		C = Until appointment is no longer current.
002 - Board By-Laws By-laws approved by the board members.	H & E	PA		Original by-laws retained permanently to establish continuity and historical tracking.
003 - ASHRAB Five-Year Plan Statewide plans developed and approved 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 National Historical Publications and Records Commission (NHPRC).	H & E	PA	Y	
004 - Grant Proposals/Reviews Applications for federal funds submitted to the state board for review and comment prior to and after submission to NHPRC. Includes board member comments and correspondence relating the application. Arranged chronologically and then sequentially.	H & E	C+5		C = Until grant is closed out.

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