



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 52404

Agency ID #: 141

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF EDUCATION

DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS

ALASKA STATE & SHELDON JACKSON MUSEUMS

KEY

- 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

DIVISION OF FINANCE
 JUL 03 2007

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

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

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise indicated all records series are nonconfidential. This records schedule supercedes #052403.

Statutory/Regulatory Authority: AS 14.57.

The Alaska State and Sheldon Jackson Museums have statutory responsibility to identify, collect, preserve and intrepert the human and natural history of Alaska. The Museums strive to preserve Alaska's cultural and historical heritage through direct professional services to over 60 museums and historical societies statewide.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Divison Director Kay Shelton	State Archivist <i>Don Naylor</i>	Date 8-1-07	Attorney General <i>Craig J. Tolley</i>	Date 6/28/07
Signature of Division Director <i>Kay Shelton</i>	Date 6/14/2007	Records Analyst <i>D. Dawson</i>	Commissioner of Administration <i>Ken Johnson</i>	Date 7/26/07

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Alaska State and Sheldon Jackson Museum Staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>All duplicate copies maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Collection Management Files</p> <p>This series consists of accession files, 35mm artifact slide file, ledgers, catalog cards, pre-accession logs and acquisition tracking journals documenting the negotiation, acquisition and provenance of museum collection pieces. Includes preliminary worksheets, acquisition documents, photographs of item (negatives, slides, contact prints). Arrangement: Accession file/ledgers, by accession number; logs/journals, by date; catalog cards, by artifact number; and, artifact slide file, by catalog number.</p>	P	-	-	-	X	<p>Some information from this series is input in to the Collections Catalog Database, Item 3.</p>
3	<p>Collections Catalog Database:</p> <p>This series consists of a computer datafile on the Argus Collection Management System. Includes information on artifact acquisitions and loans.</p>	P	-	-	-	X	

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Loan Files:</p> <p>This series documents incoming and outgoing artifact loans. Includes correspondence, photographs and publications.</p> <p>Arranged alphabetically by loan.</p>	P	-	-	-		The Museum retains this series permanently in order to trace the movement of objects.
5	<p>Museum Visitor Records:</p> <p>This series consists of guestbooks and visitor count sheets documenting the name and address of Museum visitors.</p> <p>Arranged in volumes chronologically.</p>	3	-	-	3		
6	<p>Oral History Tapes:</p> <p>This series consists of audio tapes of interviews regarding local history.</p> <p>Arranged alphabetically by subject.</p>	P	-	-	-		

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>Museums Collections Advisory Committee (MCAC) Files:</p> <p>Under AS 14.57.020-080 the MCAC approves or rejects acquisitions or dispositions of objects valued over \$1,000 and adopts regulations governing the State Museum Acquisition Committee. Includes: annual reports, correspondence, meeting minutes and policy/procedure files.</p>	P	-	-	-		<p>Refer to the General Schedule for travel and recruitment file retentions.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
8	<p>Staff Acquisitions Committee (SAC) Minutes:</p> <p>The SAC approves or rejects the purchase or donation of objects for the Museum and advises the Museums Collections Advisory Committee (MCAC).</p> <p>Arranged by committee meeting date.</p>	P	-	-	-		Annual accrual rate is approximately 10 pages.
9	<p>Security Records:</p> <p>This series consists of security logs, key check-out sheets, staff check-in sheets and alarm call history records (Security Incident Reports).</p> <p>Arranged chronologically.</p>	2	-	-	2		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p>Security Alarm File:</p> <p>This series consists of documentation regarding the location and operation of security alarms at the Museum. Includes security policies and procedures which are updated as necessary.</p>	C	-	-	C		<p>C=Until administrative/management need is met. Confidential under standard operating procedures.</p> <p>SJM File System Outline: GEN ADM--Equipment Manuals Intrusion Security System-Morse Security Sys. Audio/Video Inc.</p>
11	<p>Docent/Volunteer Files:</p> <p>This series consists of documents related to individual's participation in the museum volunteer program, including training.</p> <p>Arranged alphabetically by surname of docent/volunteer.</p>	C+2	-	-	C+2		<p>C=Until term of service is concluded.</p> <p>SJM File System Outline: GEN ADM--Volunteer Programs</p>
12	<p>Conservation Reports:</p> <p>Series consists of artifact conservation records from the Alaska State Museum, Sheldon Jackson Museum and other institutions. Includes survey reports, treatment reports, treatment request reports, photos, slides and negatives.</p> <p>Arranged by catalog number or alphabetically by institution name.</p>	P	-	-	-		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
13	<p>Environment Records:</p> <p>Series consists of records of museum environment monitoring data. Includes infestation reports, temperature and humidity records, thermohygrograph charts, psychrometer readings, light fade card analyses and analyses of pest traps.</p>	10	-	-	10		
14	<p>As-Built Plans:</p> <p>The Alaska State Museum was constructed in 1967 and this series includes original as-built blueprints. The State acquired Sheldon Jackson Museum in 1985.</p>	C	-	P	-		<p>C=Until building is no longer in use.</p> <p>Refer also to the General Schedule, Item 55, Property (Land & Buildings).</p>
15	<p>Museum History Files:</p> <p>This series consists of records from the founders of the Sheldon Jackson Museum, the Society of Alaskan Natural History and Ethnology and early visitor records. Also includes photographs, background files, handwritten constitution, daily journals and museum visitor records.</p>	C	-	P	-		<p>C=Until administrative/management need is met.</p> <p>A description of the SJM history is located in "Sheldon Jackson Museum Archives, 1887," a document prepared in 1993 which includes: Introduction, Provenance, Scope and Content, and Series Description.</p> <p>Refer also to the General Schedule, Item 61, Program History Files.</p>

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		Office	Records Center	State Archives	Destroy	Vital Record	
16	<p>Intrepretation Files:</p> <p>This series consists of records relating to the Hands On Collection (educational materials) and includes: video and cassette tapes, negatives, photographs, slides, inventories, accession records and information files.</p>	C	-	-	C		C=Until obsolete, superceded, or administrative/management need is met.