



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: 54304

Agency ID #: 145

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT

DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS

DIRECTOR'S OFFICE

KEY

- A - After Audit Numerals - Years in addition to current year
- CFY - Current Fiscal Year
- CY - Current Year TO - Term of Office
- P - Permanent S/M - After Scanning/ Microfilming
- C - Current or as defined

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.

All records series are nonconfidential. This records schedule supercedes #54302.

Statutory/Regulatory Authority: AS 14.56 (State Library & Historical Library); AS 24.05.135 (Record of Proceedings); AS 40.21 (Archives & Records); 4 AAC 57 (Library Services); PL 104-208 (Library Services & Technology Act).

The State Library coordinates library services throughout the state and serves as the information resource for state government and the Legislature. Historical Collections collects Alaskan and preserves private papers and materials of historical value to the state. The Documents Depository collects, catalogs and distributes state agency publications to depository libraries throughout the state. The Library also administers federal and state grants for public library construction and services; and, coordinates the Alaska Library Network (ALN), which provides interlibrary loans, cooperative collection development, and resource sharing among libraries. The Governor's Advisory Council on Libraries advises on the federal long-range spending plan.

NOTE: 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 below are approved for retention and disposition as indicated.

Division Director Kathryn Shelton, Director	State Archivist <i>Glenn S Cook</i>	Date 9/16/08	Attorney General <i>Craig J. Kelley</i>	Date 9/3/08
Signature of Division Director/Designee <i>Kathryn Shelton</i>	Date 8-28-08	Records Analyst <i>Christopher L. Hest</i>	Commissioner of Administration <i>Ken G. Jones</i>	Date 9/11/08

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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>Director's Office staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>The State Librarian administers the record copy of NHPRC grant proposals and applications under the General Administrative Records Retention Schedule, Items 40-44.</p> <p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed from the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Federal LSCA Title II & State Library Construction Grant Files [funded thru 1995]:</p> <p>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 (Item 3).</p> <p>Arranged alphabetically by library name.</p>	C	50	-	C+50		<p>C=Until administrative need is met. The federal government has a 20 year interest in these records, or as long as the building is used for library purposes.</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>
3	<p>LSCA & State Funded Project Blueprints [funded thru 1995]:</p> <p>Blueprints of libraries throughout the state.</p>	C	-	P	-		<p>C=Until records are obsolete, superceded or no longer needed for business purposes.</p> <p>There will be no further accumulation to this records series as construction grants were no longer funded as of 1996.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>LSTA Records:</p> <p>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>	C+2	8	P	-		<p>C=Until records are obsolete, superceded or no longer needed for business purposes.</p> <p>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.</p> <p>1st 5-year plan: FY1998 - FY2002 2d 5-year plan: FY 2002 - FY2007</p> <p>Annual accrual rate is less than .5 cubic foot.</p>
5	<p>Annual Public Library Reports (Original):</p> <p>(Master Microfilm):</p> <p>(Workcopy Microfilm):</p> <p>Records series includes Alaska public libraries' reports submitted annually summarizing activities to the Alaska State Library. Includes budget information, hours of operation, circulating statistics, collection and interlibrary loan programs.</p> <p>Arranged alphabetically by town/city.</p>	C	-	-	M		<p>C=Until microfilmed. Original records may be disposed after the film is certified "true and correct."</p> <p>Master microfilm will be sent to State Archives for permanent retention and workcopy film will be transferred to Historical Collections.</p>
6	<p>LSTA Governor's Advisory Council on Libraries:</p> <p>This Council decides upon the general philosophical direction of how it will use LSTA. Includes minutes, correspondence, important material that does not appear on agenda and appointments to the committee. There are twelve council members with the State Librarian as ex-officio member.</p>	C	-	P			<p>C=Until records are obsolete, superceded or no longer needed for business purposes.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>

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		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Resource/Research Library Director Meeting Files:</p> <p>Irregular meetings of the directors of the State Library, the three State university libraries and the public libraries of Anchorage, Fairbanks and Juneau. Contains agendas, minutes and documentation on major library issues for the State.</p>	CY+2	-	P	-		Annual accrual rate is less than .25 cubic foot.
8	<p>COSLA & Western Council of State Librarians' Files:</p> <p>Includes agendas, meeting minutes, and related correspondence regarding State Librarian's membership on these committees.</p> <p>Arranged chronologically.</p>	CY+3	-	-	CY+3		COSLA: Chief Officers of State Library Agencies. COSLA is administered by the Council of State Governments, Lexington, KY. Western Council files are managed by the Nevada State Archives.
9	<p>Friday Bulletins</p> <p>These bulletins consist of a weekly Internet newsletter concentrating on library news (local, state & national) sent to the Alaska Library Association Listserv. Authored by the state librarian.</p> <p>Arranged chronologically.</p>	3	-	P	-		Annual accrual rate is less than .25 cubic foot.

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		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p>SIRSI:</p> <p>This information system is the Alaska State Library catalog which is owned and operated by the following members of the Capitol City Libraries consortium: Juneau Public Library, including branches; University of Alaska Southeast, Egan Library; and, the Juneau Douglas High School Library.</p> <p>SIRSI consists of the following modules: Book Catalog, Serials, Circulation Records, Acquisitions. Access is also available via the Internet.</p>	C	-	-	C	X	<p>C= Until the consortium no longer has an interest in the publication or acquisition. Retain circulation records until records are obsolete, superceded or no longer needed for business purposes.</p> <p>SIRSI replaced "Dynix" previously listed on the Information & Technical Services schedule #50703 in June 2005. This system resides on a server in the State Office Building, Fifth Floor.</p>