



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: 54805

Agency ID #: 524

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS
 ARCHIVES & RECORDS MANAGEMENT

DIVISION OF FINANCE
 DEC 19 2007

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.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #54803.

Statutory/Regulatory Authority: AS 40.21; 4 AAC 59.

The Records Management Unit provides cost efficient records management services to State agencies and local governments and identifies records that document Alaska State heritage so that they may be permanently preserved. Processing and Reference staff arrange archival records and prepare finding aids to provide access to users from State government agencies and the general public. Central Microfilm provides micrographic services to State agencies.

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 full 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>[Signature]</i>	Date 1/15/08	Attorney General <i>[Signature]</i>	Date 12/13/07
Signature of Division Director/Designee <i>[Signature]</i>	Date 12/7/2007	Records Analyst <i>[Signature]</i>	Commissioner of Administration <i>[Signature]</i>	Date 11/12/08

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Records Management Reference Requests:</p> <p>This series consists of microfilm and microfiche requests from state agency personnel. These microforms are stored in Rows 1 & 23 of the state archives building, 141 Willoughby.</p> <p>Arranged by chronologically.</p>	6	-	-	6		
2	<p>Records Retention Schedules:</p> <p>These records 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 state archives).</p> <p>Arranged by department and then by schedule number.</p>	C + 20	-	-	C + 20		<p>C=Until obsolete, superceded or business need is concluded.</p> <p>Current records schedules in PDF format are posted on the Records Management homepage.</p>
3	<p>Retention Schedule Development Files:</p> <p>Consists of a Records Retention Schedule (Item 2) working file. Includes backup documents that justify certain retention periods, records audit forms, contact notes, memoranda, emails, etc.</p> <p>Electronic data relating to schedules are located in "Records Management System" (Item 6).</p>	3/C	-	-	3/C		Retain for three years or until all business need is concluded.

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4	<p>Records Center Dispositions:</p> <p>Record Copy of Records Disposition Authorizations and Records Destruction Notices documenting disposition of State records.</p> <p>Arranged numerically.</p>	6	-	-	6		
5	<p>Records Transfer Lists:</p> <p>Transfer lists document the transfer of records (boxes, master microfilm, or other media) to the records centers or Rows 1 & 23 of the state archives building. 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 on the "P" drive of the server.</p>	C	-	-	C		<p>C=Until boxes are destroyed, permanently withdrawn from storage or transferred to the state archives.</p> <p>Relevant information on the transfer lists is input into the Records Center contractor database.</p>
6	<p>Records Management System:</p> <p>This MS Access database documents schedule development, transfer/disposition of records center media, and provides a current listing of records retention schedules.</p>	C	-	-	C	X	<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records and 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p>

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		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Security Log:</p> <p>Nonstaff entry to stack area. Current copy located at front reference desk.</p> <p>Arranged chronologically.</p>	1	-	-	1		
8	<p>Records Officer Appointments:</p> <p>Records officer appointment memoranda under AS 40.21.060 (9).</p> <p>Arranged by department number.</p>	C + 3	-	-	C + 3		C=Until appointment is superceded.
9	<p>Records Center Holdings & Statistical Operational Reports:</p> <p>Arranged chronologically.</p>	5	-	-	5		

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10	<p>Archives Finding Aids & Registers (Electronic & Hardcopy):</p> <p>These research aids facilitate state archives' research and consist of hardcopy finding aids, accession register; and, Gencat, Excel, Minosis, and MS Access datafiles.</p> <p>Hardcopy is arranged by record group number and then by series number.</p>	P	-	-	-	X	<p>Obsolete, superceded or redundant information may be disposed after business need is concluded.</p> <p>Finding aids include agency histories with supporting information; functional series descriptions, including scope and content notes/supporting data; container lists that document file unit contents; and, shelf locations.</p>
11	<p>Archives Series File:</p> <p>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>	P	-	-	-		
12	<p>Archives Service Worksheet:</p> <p>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>	2	-	-	2		Confidential under AS 40.25.140.

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
13	<p>Registration Forms:</p> <p>Signed registration forms that certify the researcher will comply with archives' policies and procedures.</p> <p>Arranged by registration form number.</p>	3	-	-	3		<p>Confidential under AS 40.25.140.</p> <p>Patrons must register annually.</p>
14	<p>Request for Copy Service:</p> <p>Form serves as a receipt for copy service provided to patrons.</p> <p>Arranged sequentially.</p>	3	-	-	3		
15	<p>Central Microfilm Lab (CML) Monthly Reconciliation Files:</p> <p>Consists of monthly statistics, copies of invoices sent out, and RSA backup documentation for micrographic services and repair.</p> <p>Arranged chronologically by month.</p>	3	-	-	3		<p>This series provides an historical overview of CML fiscal activity. Selected statistical data may be retained until business need is concluded.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
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16	<p>CML Project Files:</p> <p>Consists of project agreements and descriptions of individual client agencies.</p> <p>Arranged by project number.</p>	C+3	-	-	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 business need is concluded.</p>
17	<p>CML Equipment Files:</p> <p>This series consists of equipment files documenting each piece of lab equipment (components, price, etc).</p> <p>Arranged alphabetically by make and model.</p>	C	-	-	C		<p>C=For the life of the equipment.</p>
18	<p>CML Production Cards:</p> <p>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>	3	-	-	3		

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19	<p>Pat's AK Newspaper Database:</p> <p>This MS Access application consists of an index to over 4,200 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>	C	-	-	C	X	<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p> <p>Master rolls are administered by the Historical Collections.</p>
20	<p>CMSDATA3:</p> <p>This MS Access application is used to generate agency invoices and includes information input from Item 18. Consists of the following: number of documents, images, rolls and duplicates; customer number; supplies used; labor; and, type of medium used.</p>	C	-	-	C	X	<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p> <p>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 labor.</p>
21	<p>Workers' Compensation Database:</p> <p>The workers' comp database provides a cross reference from the agency roll number to the records center location number and is used to retrieve rolls for duplication.</p>	C	-	-	C		<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p> <p>Most of this information is duplicated in the Records Management System, Item 6.</p>

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22	<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>Archives & Records Management staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed after business need is concluded.</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>