



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information
 Management Service (ASA/RIMS)
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STATE OF ALASKA

Schedule No: 54806

Agency I.D: 524

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RECORDS RETENTION SCHEDULE

RETENTION KEY

FORMAT KEY

DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS ALASKA STATE ARCHIVES/RECORDS & INFORMATION MANAGEMENT SERVICE (ASA/RIMS)	A - Audit C - Cut-off date/event CY - Current Year CFY - Current Fiscal Year	PA - Permanent (Transfer to State Archives) PO - Permanent (Retain in Office) TO - Term of Office Bus. Ess. - Business Essential Record	H - Hardcopy E - Electronic D - Database S - Scanned M - Microform
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The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRS), unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a Fiscal year basis.

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.

Unless otherwise indicated all records series are non-confidential. This records schedule supersedes #54805.

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

The Alaska State Archives preserves the government records of Alaska's history and makes these records accessible to its patrons in a safe, professional and responsible manner. The Records & Information Management Service provides cost-effective records and information management leadership and guidance to State agencies and local governments.

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, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director Linda Thibodeau	State Archivist <i>D. Dawson</i>	Date 11/3/11	Assistant Attorney General <i>Alan Blum</i>	Date 10/19/11	
Signature of Division Director/Designee <i>Linda Thibodeau</i>	Date 11/3/2011	Records Analyst <i>[Signature]</i>	Date 11/3/11	Commissioner of Administration <i>[Signature]</i> FOR DOA COMMISSIONER	Date 11/1/11

Records Retention Schedule Continuation			Agency I.D: 524		Schedule No: 54806		Page 2 of 6	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
1	1	<p>Records Management Reference Requests</p> <p>This series consists of microfilm and microfiché requests from state agency personnel. These microforms are stored at the Short Street facility.</p> <p>Arranged by chronologically.</p>	H & E	C+3	-	C+3		C = Date of request.
2	2	<p>Records Retention Schedules</p> <p>Records retention 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 the State Archives).</p> <p>Arranged by department and then by schedule number.</p>	H & E	PO	-	PO		Current records retention schedules in PDF format are posted on the Records & Information Management Service homepage.
3	3	<p>Records 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>	H & E	C	-	C		<p>C = Until current RRS is superseded.</p> <p>Data relating to progress of updating RRS is located in the "RIMS RRS Information" Excel spreadsheet.</p>

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks	
				Office	Records Center	Total Retention			
		Records Dispositions							
4	4	Official Record Copy of Records Disposition Authorizations and Records Disposition Notices documenting disposition of State records. Arranged numerically.	H & E	PO	-	PO			
		Records Transfer Lists							
5	5	Records Transfer Lists document the transfer of records (boxes, master microform, or other media) to the records centers or Short Street. Transfer lists for boxes with a retention of five years or longer are output to paper. Hard copies are arranged by agency identification number; electronic versions are administered by year then by RTL number on the "P" drive of the server.	H & E	PO	-	PO		Relevant information on the transfer lists is input into the Records & Information Management System (item #6).	
		Records & Information Management System							
6	6	This MS Access database documents records transferred to-records centers and disposition of records.	D	PO	-	PO	X	Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).	

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
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7	7	<p>Security Log</p> <p>Non-staff entry to stack area. Current copy located at upstairs reference desk.</p> <p>Arranged chronologically.</p>	H	1	-	1		
8	8	<p>Records Officer Appointments</p> <p>Records officer appointment memoranda under AS 40.21.060(9).</p> <p>Arranged by department number.</p>	H & E	C+3	-	C+3		C = Until appointment is superseded.
9	9	<p>Records Center Holdings & Statistical Operational Reports</p> <p>Arranged chronologically.</p>	H	C	-	C		C = Until administrative need is met. Official Record Copy held by the Division of General Services.
10	10	<p>Archives Finding Aids & Registers</p> <p>These research aids facilitate State Archives' research and consist of hardcopy finding aids, accession register, Excel, Minisis, and MS Access datafiles.</p> <p>Hardcopy is arranged by record group number and then by series number.</p>	H, E & D	CY+5	-	PA	X	<p>Obsolete, superseded or redundant information may be disposed after business need is concluded.</p> <p>Finding aids include agency histories with supporting information; de-accessioning notes; functional series descriptions, including scope and content notes/supporting data; container lists that document file unit contents; and, shelf locations.</p>

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention		Bus. Ess.	Remarks	
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11	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>	H & E	PO	-	PO		
12	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>	H & E	CY+5	-	CY+5	Confidential under AS 40.25.140.	
13	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>	H	CY+1	-	CY+1	<p>Names, addresses and all other personally identifiable information is confidential under AS 40.25.140.</p> <p>Patrons must register annually.</p>	

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
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14	14	Request for Copy Service Form serves as a receipt for copy service provided to patrons. Arranged sequentially.	H	CFY+3	-	CFY+3		