



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: 55102

Agency ID #: 593

RECORDS RETENTION SCHEDULE

Page 1 of 4

<p>DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT</p> <p>DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS</p> <p>HISTORICAL COLLECTIONS</p> <p><i>DIVISION OF FINANCE</i> <i>JUL 03 2007</i></p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - Current/or as defined</p>
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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 non-confidential. This records schedule supercedes #55101.

Statutory/Regulatory Authority: AS 14.56 (State Library & Historical Library)

Historical Collections collects, organizes and preserves Alaskan materials, including private papers and materials important to the State's history and makes them available to State government personnel, the Legislature and private researchers.

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.

Division Director Kay Shelton	State Archivist <i>[Signature]</i>	Date 8-1-07	Attorney General <i>[Signature]</i>	Date 6/28/07	
Signature of Division Director <i>[Signature]</i>	Date 6/1/07	Records Analyst D. Dawson	Date 6/4/07	Commissioner of Administration <i>[Signature]</i>	Date 7/26/07

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

55102

Page 2

Agency ID

593

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Master File of Collections (Accession File):</p> <p>This series consists of the master file of all Historical Collections primary resource collections. It documents the Library's legal receipt of the collection and consists of the following: Instrument of Donation or Deed of Gift, correspondence and backup regarding the donation, original finding aid and inventory sheets, processing record, and checklist.</p> <p>Arranged by Manuscript (MS) and Photographic Collection Album (PCA) number.</p>	P	-	-	-	X	There is a Microsoft Word datafile of MS and PCA numbers: a Manuscript List (referencing numbers, main entry, brief description and physical description); and a Photograph List (referencing numbers and main entry). Both of these collections are cited as bibliographic entries on SIRSI, the Alaska State Library's information system. The total volume of the Master File is approximately 8 cubic feet and documents approximately 380 Manuscripts and 367 Photograph Collection Albums.
2	<p>Alaska Microfilm/Microfiche* (Master Security Copy):</p> <p>(Work Copy Microfilm):</p> <p>Masters of historical materials, including reels of microfilmed Alaska newspapers including: the Alaska Newspaper Project, a National Endowment for the Humanities grant (1991-98), (arranged alphabetically by location); and Photo Fiche, 105mm master microfiche negatives and work copies produced by private contractors (arranged by accession).</p>	- P	P -	- -	- -		<p>*A complete list is available at the Library and at Central Microfilm Services.</p> <p>Masters are stored offsite for security reasons and also used for duplication purposes. Duplicate work copies are used by Library patrons. Duplicate copies of Alaska newspaper microfilm are located at the following libraries: Loussac Library, Anchorage; University of Alaska, Anchorage Library; University of Alaska, Fairbanks Rasmuson Library. Photofiche duplicate copies are located in many Alaska libraries.</p>
3	<p>Accession Register:</p> <p>Register of accessions by accession number. Electronic version administered in MS Access.</p>	P	-	-	-		Does not include books and serials purchased by library.

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

55102

Page 3

Agency ID

593

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Reference Request File:</p> <p>This records series is used for statistical purposes and documents pertinent researcher data (name, address, research topic and materials requested).</p> <p>Arranged chronologically.</p>	2	-	-	2		Confidential under AS 40.25.140, Confidentiality of Library Records.
5	<p>Researcher Log:</p> <p>Chronological log of research room patrons.</p>	1	-	-	1		Confidential under AS 40.25.140, Confidentiality of Library Records.
6	<p>Pending Accession File (Lead File):</p> <p>Consists of documentation regarding potential accessions into the collection.</p> <p>Arranged by year and then alphabetically by name of potential donor.</p>	C	-	-	C		C=Until interfiled into the Master File of Collections, Item 1; or, disposed.

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 55102

55102

Page 4

Agency ID

593

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>De-Accession File:</p> <p>Items transferred, returned to donor, or disposed.</p> <p>Arranged by number.</p>	C	-	-	C		C=Until administrative/management need is met.
8	<p>Use Request Forms--Photographs:</p> <p>These forms document the purposes and conditions of photographs provided to patrons by Historical Collections. Includes name, address, telephone number and description of items being used. Conditions include: Additions, Copyright, Courtesy Copies, Credit Line & Display, Negatives, One-time Use Only, Service Fee, and Use Policy. Applicant certifies data supplied is correct and agrees to any permission stipulations regarding use.</p> <p>Arranged chronologically.</p>	5	-	-	5		In certain circumstances, agency may retain forms until legal/administrative need is met.
9	<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>Historical Collections 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 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>