

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Office of the Governor

Executive Offices

Central Files and Executive Office Staff

Authority: Under 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule.

If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.

Disposition: The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the *Alaska General Records Retention Schedules*, the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.

Archival Value: Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).

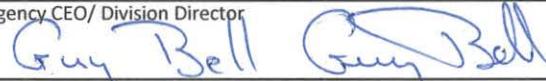
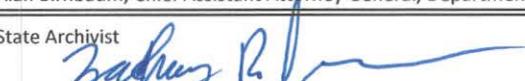
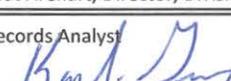
Format and Media: Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005.

Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Essential Designation: Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).

Copies: Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).

Supersedence: This schedule supersedes: 01-9.1, Office of the Governor; Executive Offices; Central Files and Executive Office Staff

Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated.		Agency CEO/ Division Director  Guy Bell, Division Director, Office of the Governor	Date: 7-5-2016
Attorney General/Designee  Alan Birnbaum, Chief Assistant Attorney General, Department of Law	Date: 8/16/16	Commissioner of Administration/Designee  Scot Arehart, Director, Division of Finance, Department of Administration	Date: 7/19/16
State Archivist  Zach Jones, Acting State Archivist	Date: 7/8/2016	Records Analyst  Karen Gray, State Records Manager	Date: 7/11/16

Office of the Governor; Executive Offices; Central Files and Executive Office Staff

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Transition Records</p> <p>These records document the transition from the incumbent Governor to the Governor-elect. Records may include correspondence and subject records, reports, summaries, recommendations, working group records, budget documents, press releases and other briefing materials.</p>	Permanent		Transfer to Alaska State Archives at the end of the calendar year following the year the transition occurs.
2	<p>Correspondence and Subject Records, Historical</p> <p>Non-administrative correspondence of the Governor and Executive Staff that sets or discusses policies or other topics meeting the definition/description of Permanent and Historical Records, and is not filed or listed in any other record series on this schedule. Correspondence may exist in any media pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency. Subject records, or documents grouped together regarding related topics such as actions, events, people, places, projects or other matters, may exist in any media. Correspondence and subject records may include original correspondence, backup materials, reports, signature authorizations for all general correspondence sent from the Office of the Governor, executive appointments, pardons, emergency declarations, and other related records.</p> <p>Arranged according to subject code index.</p>	Permanent	Yes	Transfer to Alaska State Archives at termination of gubernatorial administration in consultation with State Archives staff.

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
3	<p>Correspondence and Subject Records, Non-Historical</p> <p>Correspondence of the Governor and Executive Staff that does not meet the definition of Permanent and Historical Records, and is not filed or listed in any other record series on this schedule. Subject records, or documents grouped together regarding related topics such as actions, events, people, places, projects or other matters, may exist in any media. Correspondence and subject records may include original correspondence and backup materials for all general correspondence sent from the Office of the Governor.</p> <p>Arranged according to subject code index.</p>	3		Dispose of records 3 years after received.
4	<p>No Response Necessary (NRN) Records</p> <p>Correspondence of the Governor and Executive Staff that does not meet the definition of Permanent and Historical Records, and which is not responded to. These records are not responded to by Executive Staff.</p> <p>Arranged according to subject code index.</p>	1		Dispose of records 1 year after received.

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Office of the Governor; Executive Offices; Central Files and Executive Office Staff

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
5	<p>Subject Code Index</p> <p>Also referred to as the file plan, the subject code index is the numerical coding system for the Governor’s correspondence and subject records by subject. The subject code index is used in conjunction with item number 2, 3 and 5.</p>	Permanent		At termination of gubernatorial administration transfer current and noncurrent subject code indices/file plans to the Alaska State Archives, or when index updated.
6	<p>Constituent Policy Interest Records</p> <p>Records include correspondence of the Governor and Executive Staff that does not meet the definition of Permanent and Historical Records, and is not filed or listed in any other record series on this schedule. Records may include original correspondence and backup materials, citizen comments and complaints, and citizen support or opposition to a public issue. Records may be received directly by the Office of the Governor and referred to an agency for response.</p> <p>Arranged according to subject code index (see item # 3).</p>	6 months		Dispose of records 6 months after created or received.
7	<p>Constituent Policy Interest Reports</p> <p>Records include a summary report of constituent policy interest correspondence received regarding citizen support or opposition to public issues. Constituent Policy Interest Reports consist of a copy of the card or form letter, date received, and the number of cards or letters received in support or opposition of the issue.</p>	Permanent		Transfer to Alaska State Archives at termination of gubernatorial administration.

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Office of the Governor; Executive Offices; Central Files and Executive Office Staff

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
8	<p>Press Releases</p> <p>These records are the official press releases (i.e., statements to the media) of the Office of the Governor.</p> <p>Arranged by press release number.</p>	Permanent		<p>Transfer to Alaska State Archives at end of calendar year created.</p> <p>Backup materials may exist in the Office of the Press Secretary.</p>
9	<p>Proclamations</p> <p>These records document proclamations issued by the Governor for noteworthy state or local events and may include signature authorizations, original proclamation requests, and copies of signed proclamations.</p> <p>Arranged alphabetically by proclamation topic.</p>	Permanent		<p>Transfer to Alaska State Archives at end of calendar year created.</p>
10	<p>Administrative Orders</p> <p>These records document the Governor’s executive direction for state agencies. Administrative Orders may initiate, rescind or amend, policies or procedures that govern the programs, services or projects of an agency without legislative or regulatory action.</p> <p>Arranged by order number.</p>	Permanent	Yes	<p>Transfer original Administrative Orders to Alaska State Archives at end of the calendar year created. Retain copies in the Governor’s Office permanently.</p>

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Office of the Governor; Executive Offices; Central Files and Executive Office Staff

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
11	<p>Memorandum of Understanding (MOU) or Intergovernmental Relations Accord (IRA)</p> <p>Records include written agreements signed by the Governor for the State of Alaska with either a foreign, Federal, state or local government.</p> <p>Arranged by date of issuance.</p>	Permanent	Yes	Transfer original records to Alaska State Archives at termination of gubernatorial administration. Retain copies in the Governor's Office permanently.
12	<p>Governor's Schedules</p> <p>This record series consists of copies of the final schedule of the Governor's and Executive Staff's day-to-day meetings and activities. Original correspondence, confirmations, and other back up materials are retained according to the Correspondence and Subject Records, item numbers 2 and 3.</p>	Permanent		Transfer to Alaska State Archives at termination of gubernatorial administration.

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.