



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 26 Schedule No: 01-26.1

OFFICE OF THE GOVERNOR
 EXECUTIVE OFFICES
 26 - BOARDS & COMMISSIONS

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

All records series are nonconfidential. This schedule supersedes #12404.

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.

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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
Jason M. Hooley	*		2/9/12
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	1/23/12	*	2/1/12
State Archivist	Date	Records Analyst	Date
*	2/10/12	*	2/10/12

* Original signatures held on file

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Board & Commission Files (Successful Applicants) Letters of interest, resumes, applications, endorsements, oaths of office, correspondence about specific boards, applicants, and members.</p> <p>Arranged alphabetically by name of board; subdivided by potential and current board members and correspondence.</p>	H & E	PA		
<p>001.2 - Board & Commission Files (Unsuccessful Applicants) Letters of interest, resumes, applications, endorsements, oaths of office, correspondence about specific boards, applicants, and members.</p> <p>Arranged alphabetically by name of board; subdivided by potential and current board members and correspondence.</p>	H & E	TO		
<p>002.1 - Judicial Files (Appointments) Applicant information from the Alaska Judicial Council, endorsements, and all correspondence to appointees and unsuccessful candidates.</p> <p>Arranged alphabetically by court and then by individual.</p>	H & E	PA		
<p>002.2 - Judicial Files (Resignations) Letters of resignation and Governor's acceptances. Correspondence to the Department of Administration regarding judicial resignations.</p> <p>Arranged alphabetically by court and then by individual.</p>	H & E	PA		
<p>003 - General Correspondence All communications sent and received with back-up.</p> <p>Arranged alphabetically by subject.</p>	H & E	TO		
<p>004 - Special Projects Special projects are assigned by the Governor.</p>	H & E	PA		

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center">Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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