



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: 11601

Agency ID #: 10

RECORDS RETENTION SCHEDULE

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<p>OFFICE OF THE GOVERNOR</p> <p>FIELD OFFICES</p> <p style="text-align: center; opacity: 0.5;">DIVISION OF FINANCE SEP 12 2007</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</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>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 noted all records series are nonconfidential. This schedule supercedes previous schedule #011600.

Statutory/Regulatory Authority: Alaska Constitution Articles III, IV, VI, IX; AS 39; AS 44.

The mission of the Governor's Executive Office is to exchange communications within State agencies, federal government agencies, and the citizens of Alaska to: make these groups more knowledgeable regarding the executive government process, decisions, and policies; allow for greater and better constituent representation; encourage constituent input; and, advance State priorities.

NOTE: 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 below are approved for retention and disposition as indicated.

Divison Director Melissa Stepovich; Kris Perry	State Archivist 	Date 10-2-07	Attorney General 	Date 9/6/07	
Signature of Division Director/Designee 	Date 10/20/07	Records Analyst 	Date 8/3/07	Commissioner of Administration 	Date 9/28/07

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS: [UNLESS OTHERWISE LISTED ON THIS SCHEDULE]</p> <p>Includes the following types of files: general correspondence, accounting/fiscal, policies/procedures, annual reports, legal, agency history, minutes/meeting, budget, grants, procurement, personnel, travel, etc.</p> <p>Field Office staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies 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.</p>
2	<p>Reading Files (Copy):</p> <p>Copies of outgoing letters and memoranda for all office staff.</p> <p>Arranged chronologically.</p>	1	-	-	1		Record copy in Juneau.
3	<p>Governor's Press Releases & Speeches (Copies):</p> <p>Arranged chronologically.</p>	1	-	-	1		Record copy in Juneau.

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		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Public Opinion Messages:</p> <p>Constituents relating public opinions via phone or email. Forwarded to Juneau.</p> <p>Arranged chronologically.</p>	1	-	-	1		Record copy in Juneau.
5	<p>First Lady Volunteer Awards & Governor's Certificate of Appreciation:</p> <p>Includes correspondence.</p> <p>Arranged chronologically.</p>	TO	-	-	TO		Record copy in Juneau.
6	<p>Meeting Schedule:</p> <p>Governor's schedule of events while in Anchorage.</p>	TO	-	P	-		