



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 15 Schedule No: 01-15.1

OFFICE OF THE GOVERNOR
 OFFICE OF THE LT. GOVERNOR
 15 - OFFICE OF THE LT. GOVERNOR

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.

Unless otherwise indicated all records are nonconfidential. This records schedule supercedes #10307. Many of the records series listed on this schedule are accessible via the Lt. Governor homepage.

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
	*		11/30/09
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	1/15/10	*	2/16/10
State Archivist	Date	Records Analyst	Date
*	2/19/10	*	10/29/09

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - General Correspondence, Subject Files & Constituency Communications Includes Department correspondence. Arranged alphabetically by sendor, department and subject with any response from the Lt. Governor attached to the original correspondence.		PA		General Correspondence & Subject Files will be kept for the Term of Office in the ANC and JNU offices. Annual accrual rate is approximately 2.5 cubic feet.
002 - Transitory Requests for Information Includes letters from children. Arranged chronologically.		45 Days		Retain up to one year if a business need exists.
003 - Speeches Speeches given by the Lieutenant Governor including opening session. Arranged chronologically.		PA		Permanent record will be transmitted to the state archives on CD/DVD.
004 - Media Releases Information released to the media by the Lt. Governor. Includes radio/TV/digital recordings if available. Arranged chronologically.		PA		Permanent record will be transmitted to the state archives on CD/DVD.
005 - Calendars Day-by-Day list of appointments of the Lieutenant Governor.		PA		
006 - Enrolled/Engrossed Bills & Resolutions; Executive Orders Originals signed by the Governor, President of the Senate, Speaker of the House, and Clerks.		PA	Y	AS 01.05.026: Supplements part of Alaska Statutes Annual accrual rate is approximately two cubic feet.
007 - Oaths of Office (Originals) Oaths supporting constitutions of the United States and the State of Alaska. Includes originals of oaths signed by the Governor, Lt. Governor, Alaska Legislature, Commissioners and Board members required by statute.		PA	Y	AELS Board filing requirement: AS 08.48.021.

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> A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	<p align="center">Format Key</p> H = Hardcopy E = Electronic D = Database M = Microform	<p>Bus. Ess = Business Essential</p> 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
008.1 - Certificate of Documents (Bond Sales Certification, Current) Consists of statements/verifications of fact regarding bond sales certifications and boards/commissions members. Noncurrent copies also consists of correspondence concerning Governor's appointed bond and copies of noncurrent bond sales certifications.		C	Y	C = Until superseded by new certificate. Original provided to bond buyer.
008.1 - Certificate of Documents (Bond Sales Certification, Noncurrent Copies) Consists of statements/verifications of fact regarding bond sales certifications and boards/commissions members. Noncurrent copies also consists of correspondence concerning Governor's appointed bond and copies of noncurrent bond sales certifications.		PA	Y	
009 - Legislation Relating to Bond Sales Office copies.		L		L = Retain legislation for the life of the bond. Refer also to Enrolled & Engrossed Bills (item #006).
010 - Alaska Historical Commission Files Lt. Governor serves as a member of this Commission.		1		Record Copy administered by the Division of Parks & Outdoor Recreation, Alaska Historical Commission.
011 - Administrative Code Regulations This records series may include: regulation analyses/opinion by the Department of Law, publications, books, correspondence, drafts, notes, notices, filing certifications, fiscal information, and other backup utilized in the development of permanent and emergency regulations. Arranged by Title and then Register Number.		PA	Y	Executive Order #103 directs transfer of the certified copies to the State Archivist after they have been on file five years. Books, manuscripts, and other published material available at reference libraries is not maintained permanently in the State Archives.
012 - Administrative Code Regulations, Superseded Pages (1959 - present) Consists of bound, superseded regulations. Arranged by Register.		PA		The superseded pages of the regulations are bound into pamphlets.
013 - Administrative Code Publications Correspondence with the Publisher.		TO		

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<p>014.1 - Notary Application, Correspondence, Receipts & Bond File (Originals) Official signed notary bond forms, applications, correspondence and receipts.</p> <p>The name of the notary, mailing address, dates of commission and case number are input into "Notary," an electronic relational database. The scanned documents are accessed by commission number on the "Notary" server.</p>		S	Y	S = After documents are scanned and PDF images verified under Lt. Governor's Office standard operating procedures, originals may be disposed.
<p>014.2 - Notary Application, Correspondence, Receipts & Bond File (Electronic) Official signed notary bond forms, applications, correspondence and receipts.</p> <p>The name of the notary, mailing address, dates of commission and case number are input into "Notary," an electronic relational database. The scanned documents are accessed by commission number on the "Notary" server.</p>		C+10	Y	C = Term of the commission - 4 years. Delete 10 years after termination of the commission. The agency uses Tivoli Storage Manager Data Protection (administered by DOA, Enterprise Technology Services) for backup and recovery purposes. Electronic storage currently is approximately 20 gb, with an annual accrual rate of 5 gb. There are approximately 12,000 active notaries, with about 3,000 added per year.
<p>015.1 - State Seal Correspondence (Originals) Requests for use of seal.</p>		PA		Authority: AS 44.09.015
<p>015.2 - State Seal Correspondence (Copies, 1960 to current) Requests for use of seal.</p>		PO		Authority: AS 44.09.015
<p>016 - Constitutional Revision Files Revised constitutions and correspondence.</p>		PA	Y	Annual accrual rate is less than .1 cubic foot.
<p>017 - Delegations of Authority Notarized forms delegating authority to sign regulations.</p>		PA		Authority: AS 44.17.010

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<p>018 - Online Public Notice System (Master) This system provides information on regulations, competitive bid listings, administrative actions, state agency meetings, written delegations of authority, executive/administrative orders, etc. as listed in AS 44.62.175.</p> <p>This records series is maintained in electronic format from Volume 1, November 7, 1983 to current in a Domino database.</p>		PO	Y	<p>The OPN is backed up according to Enterprise Technology Services policies and procedures. In the future, the Notices may be migrated and stored in PDF format to meet the Lt. Governor's long-term archiving requirements.</p> <p>Note: Effective May 12, 2000, the Alaska Administrative Journal was eliminated (Chapter 54, Session Laws of Alaska 2000) and replaced with the Online Public Notice System.</p>
<p>019 - Online Public Notice System Subscription List Currently, there are several hundred names on the Subscription List.</p>		4		
<p>020 - Line of Accession Files Received from the Governor designating order of succession to Governor.</p>		PA	Y	Authority: AS 44.19.040 - .046.
<p>021 - Hearing Officer Decisions These decisions are sent to the Lt. Governor if a contested case is heard by a hearing officer alone, rather than before an agency. The hearing officer transmits a copy of his proposed decision to the lieutenant governor, who administers it as a public record.</p> <p>Arranged chronologically.</p>		PA		Authority: AS 44.62.500 Under the Commissioner General Administrative Records Retention Schedule Hearing Officer Records are retained for six years after case is closed and then disposed.
<p>022 - Coastal Management Plans This record series includes all material submitted by the Department of Natural Resources that is filed by the Lieutenant Governor under the Alaska Coastal Management Program. Includes: adoption order from DNR, filing certification from the Lt. Governor, DVD-ROM's, resolutions by local bodies, correspondence, etc.</p> <p>Arranged chronologically.</p>		PA	Y	Refer also to records schedule #104001, Department of Natural Resources, Division of Coastal & Ocean Management.

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