



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: 10307

Agency ID #: 15

RECORDS RETENTION SCHEDULE

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OFFICE OF THE GOVERNOR

LIEUTENANT GOVERNOR'S OFFICE

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

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

Unless otherwise noted all records are retained on **Calendar** 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 are nonconfidential. This records schedule supercedes #10306. Many of the records series listed on this schedule are accessible via the Lt. Governor homepage.

Statutory duties of the Lieutenant Governor include: signing and filing of Administrative Regulations, maintaining the Online Public Notice System, publishing the Alaska Administrative Code, notary registration and administration, elections policies, and oversight of the Division of Elections.

Lt. Governor ^{Campbell} ~~Parnell~~ serves (Statutory or Administrative Order) on the following committees/commissions: Alaska Historical Commission; Alaska Workforce Investment Board; Executive Clemency Advisory Committee; Faith-Based & Community Initiatives Advisory Council; and Homeless Council.

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.

Division Director John Cramer, Chief of Staff	State Archivist D. Dawson	Date 2/19/10	Attorney General Craig J. Tilley	Date 1/15/10
Signature of Division Director/Designee John W. Cramer	Date 11/30/09	Records Analyst D. Dawson	Date 10/29/09	Commissioner of Administration Karl Sorenson

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS: [unless listed elsewhere on this schedule]</p> <p>Includes public relations correspondence, policies/procedures, reports, publications; and, the following types of files: personnel, payroll, reading files, minutes/meeting files, etc.</p> <p>Unless otherwise listed on this schedule, Office of the Lieutenant Governor staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage.</p>
2	<p>General Correspondence, Subject Files & Constituency Communications:</p> <p>Includes Department correspondence.</p> <p>Arranged alphabetically by sender, department and subject with any response from the Lt. Governor attached to the original correspondence.</p>	TO	7	P	-		<p>TO=Term of Office. General Correspondence & Subject Files will be kept for the Term of Office in the ANC and JNU offices.</p> <p>Annual accrual rate is approximately 2.5 cubic feet.</p>
3	<p>Transitory Requests for Information:</p> <p>Includes letters from children.</p> <p>Arranged chronologically.</p>	45 Days	-	-	45 Days		<p>Retain up to one year if a business need exists.</p>

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Retention				Disposition			Remarks
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Speeches:</p> <p>Speeches given by the Lieutenant Governor including opening session.</p> <p>Arranged chronologically.</p>	TO	-	P	-		Permanent record will be transmitted to the state archives on CD/DVD.
5	<p>Media Releases:</p> <p>Information released to the media by the Lt. Governor. Includes radio/TV/digital recordings if available.</p> <p>Arranged chronologically.</p>	TO	-	P	-		Permanent record will be transmitted to the state archives on CD/DVD.
6	<p>Calendars:</p> <p>Day-by-Day list of appointments of the Lieutenant Governor.</p>	TO	-	P	-		

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Retention				Disposition			Remarks
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Enrolled/Engrossed Bills & Resolutions; Executive Orders</p> <p>Originals signed by the Governor, President of the Senate, Speaker of the House, and Clerks.</p>	C	3	P	-	X	<p>C=Retained through the legislative session. AS 01.05.026: Supplements part of Alaska Statutes</p> <p>Annual accrual rate is approximately two cubic feet.</p>
8	<p>Oaths of Office (Originals):</p> <p>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.</p>	TO+6	-	P	-	X	<p>AELS Board filing requirement: AS 08.48.021.</p>
9	<p>CERTIFICATE OF DOCUMENTS (Bond Sales Certification, Current):</p> <p>(Bond Sales Certification, Noncurrent Copies):</p> <p>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.</p>	C TO	- -	- P	- -	X	<p>C=Until superceded by new certificate. Original provided to bond buyer.</p>

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Retention				Disposition			Remarks
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	
10	<p>Legislation Relating to Bond Sales:</p> <p>Office copies.</p>	L	-	-	L		<p>L=Retain legislation for the life of the bond.</p> <p>Refer also to Enrolled & Engrossed Bills (Item 7).</p>
11	<p>Alaska Historical Commission Files:</p> <p>Lt. Governor serves as a member of this Commission.</p>	1	-	-	1		<p>Record Copy administered by the Division of Parks & Outdoor Recreation, Alaska Historical Commission.</p>
12	<p>Administrative Code Regulations:</p> <p>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.</p> <p>Arranged by Title and then Register Number.</p>	5	-	P	-	X	<p>Executive Order #103 directs transfer of the certified copies to the state archivist after they have been on file five years.</p> <p>Books, manuscripts, and other published material available at reference libraries is not maintained permanently in the State Archives.</p>

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13	<p>Administrative Code Regulations, Superseded Pages: (1959 - present):</p> <p>Consists of bound, superseded regulations.</p> <p>Arranged by Register.</p>	5	-	P	-		The superseded pages of the regulations are bound into pamphlets.
14	<p>Administrative Code Publications:</p> <p>Correspondence with the Publisher.</p>	TO	-	-	TO		
15	<p>Notary Application, Correspondence, Receipts & Bond File (Originals):</p> <p>(Electronic):</p> <p>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>	30 Days C+10	- -	- -	S C+10	X	<p>S=After documents are scanned and PDF images verified under Lt. Governor's Office standard operating procedures, originals may be disposed.</p> <p>C=Term of the commission--4 yrs. Delete 10 years after termination of commission.</p> <p>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>

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		Office	Records Center	State Archives	Destroy	Vital Record	
16	STATE SEAL CORRESPONDENCE (Originals): (Copies, 1960 to current): Requests for use of seal.	TO	-	P	-		Authority: AS 44.09.015
		P	-	-	-		
17	Constitutional Revision Files: Revised constitutions and correspondence.	TO	-	P	-	X	Annual accrual rate is less than .1 cubic foot.
18	Delegations of Authority: Notarized forms delegating authority to sign regulations.	TO	-	P	-		Authority: AS 44.17.010

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
19	<p>Online Public Notice System (Master):</p> <p>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>	P	-	-	-	X	<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>
20	<p>Online Public Notice System Subscription List:</p> <p>Currently, there are several hundred names on the Subscription List.</p>	4	-	-	4		
21	<p>Line of Ascession Files:</p> <p>Received from the Governor designating order of succession to Governor.</p>	TO	-	P	-	X	<p>Authority: AS 44.19.040 - .046.</p>

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22	<p>Hearing Officer Decisions:</p> <p>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>	TO	-	P	-		<p>Authority: AS 44.62.500</p> <p>Under the Commissioner General Administrative Records Retention Schedule Hearing Officer Records are retained for six years after case is closed and then disposed.</p>
23	<p>Coastal Management Plans:</p> <p>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>	5	-	P	-	X	<p>Refer also to records schedule #104001, Department of Natural Resources, Division of Coastal & Ocean Management.</p>