DEPARTMENT OF EDUCATION
Division of Libraries, Archives & Museums
Archives and Records Management Services
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STATE OF ALASKA
RECORDS RETENTION SCHEDULE

OFFICE OF THE GOVERNOR

OFFICE OF MANAGEMENT AND BUDGET

KEY

A -After Audit
C -Current or as defined
Numerals - years in Addition to current year
P -Permanent
M -After Microfilming

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise noted all records are retained on a Fiscal year basis.

Unless otherwise indicated all records series are nonconfidential.

Statutory/regulatory Authority: Executive Budget Act (AS 37.07).

The Office of Management and Budget (OMB) works toward the allocation of state resources in a manner consistent with the goals and objectives of the Governor and within the framework of the Alaska Constitution and statutes. OMB prepares annual capital and operating budget instructions, training materials, guidelines, and budget submission timetables for the executive agencies. The Office serves as staff to the Governor and Chief of Staff during the budget review process. It coordinates development of the governor's budget and general appropriations budget bill, and prepares the final submission for duplication and distribution. OMB's staff reviews and approves proposed changes to agencies plans to implement the budget appropriations.

This records schedule supercedes #12802. Original records that are microfiched may be disposed after fiche is certified "true and correct".

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Typed Name of Division Director	State Archivist	Date	Attorney General	Date
Karen J. Rehfeld	D. Dawson	12/10/09	Craig J. Tillery	11/3/09

Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
Karen J. Rehfeld	8/9/2009	D. Dawson	8/10/09	Kris J. Sarno	12/9/09

Agency ID: 5

Item No.	Records Series & Description	Retention: Office	Retention: Records Cntr Storage	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
1	GENERAL ADMINSTRATIVE RECORDS: Includes general correspondence and reading files. Office of Management & Budget staff will follow retention periods as listed in the General Administrative Records Retention Schedule. The General Schedule may be downloaded from the Archives & Records homepage.						Documents maintained only in electronic format must meet the same retention requirements as hardcopy records. All duplicate copies of records maintained on any media may be destroyed as soon as adminstrative/management need is met. Reading Files are not microfiched. They are transmitted directly to Archives.
2	Budget Instructions: This series consists of the budget instructions printed each year and distributed to the departments. Also includes the Revised Program Manual. Arranged by fiscal year.	3			3		
3	Departmental Governor's Detail Operating Budget Books: Master Microfiche: Work copy Microfiche: This series consists of original and detailed requests from all agencies. ~~The original budget request books have numbered~~ pages and are arranged by fiscal year.	3 P		P	M	X	Master microfiche and one work copy set of fiche are transferred to Archives for permanent retention. Three copies are also provided to the AK State Library. One work copy set of fiche for OMB. The Workbooks are generated via ABS (Automated Budget System). OMB handles the distribution of the operating budget books.
4	Capital Budget and Capital Project Details: Master Microfiche: Work copy Microfiche:	3 P		P	M	X	Master microfiche and one work copy set of fiche are transferred to Archives for permanent retention. Three copies are also provided to the AK State Library. One work copy set of fiche for OMB.

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5	Appropriation Bill Originating Documents: (Master Microfiche): (Work copy Microfiche): This series consists of budget supplemental requests, budget amendments, the mental health budget and any other special appropriation bills.	3 P		P	M	X	Master microfiche and one work copy set of fiche are transferred to Archives for permanent retention. Three copies are also provided to the AK State Library. One work copy set of fiche for OMB.
6	Revised Program Files (RP, RPL, and RSA): (Master Microfiche): (Work copy Microfiche): This series consists of agency requests to modify budgets or budget structures. All types of revised programs require OMB approval and some types also require the approval of the Legislative Budget and Audit Committee. See the Revised Program Manual for detailed information.	3 P		P	M	X	Master microfiche and one work copy set of fiche are transferred to Archives for permanent retention. Three copies are also provided to the AK State Library. One work copy set of fiche for OMB. The RP Log is maintained electronically.
7	Appropriation Analysis Files (Original): (Master Microfiche): (Work copy Microfiche): OMB analysis of appropriation bills which reflect Legislative add-ons and/or cuts to Executive Budgets. Arranged by bill number or House District.	3 P		P	M	X	After three years the series is microfilmed. Master microfiche and one work copy set of fiche are transferred to Archives for permanent retention.

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8	Issue Files: This series consists of special studies or analyses conducted by OMB on a variety of topics. Work papers and resulting published or unpublished reports are included in the series. Arranged alphabetically by issue.	C+3	7		C+10		C=Until project is completed. Justification for "C+10" retention: Administrative need. Annual accrual rate is approximately one cubic foot.
9	Special State Funds Files: Financial records, logs, correspondence and backup materials for special funds.	3			3		Office of Record is Department of Administration, Division of Finance.
10	Audit & Management Services Project Files: This series includes correspondence, working papers, letters of transmittal, interview notes/summaries and other supporting materials of perfomance audits. Each project is assigned a project number and may result in a final report.	5			5		
11	Audit & Management Services Final Reports: Statement of problem, observations, recommendations, and conclusions.	10			10		

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12	Web site Content, Management & Operations Records Archived web sites are arranged by fiscal year. FY01 - FY03 web sites contain proposed budget bills. Since FY04, each web site contains proposed and enacted budget bills.	P				X	