



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: 13800

Agency ID #: 527

RECORDS RETENTION SCHEDULE

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<p>OFFICE OF THE GOVERNOR</p> <p>OFFICE OF INTERNATIONAL TRADE</p> <p>TRADE SECTION</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 TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent 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 indicated all records series are nonconfidential. This records schedule supercedes #84802 previously listed under the Department of Commerce, Community & Economic Development, Division of Trade & Development.

Statutory/Regulatory Authority: AS 44.33.800.

The Trade Section encourages the development of new markets for Alaska resources; expands existing markets, increases the visibility of Alaska and its products in the international marketplaces; and improves communication among members of the Alaskan and international business community. The Section makes referrals and provides technical assistance to those interested in developing export markets for Alaska produced or value-added goods and services. The Section also designs and organizes the visits of inbound foreign delegations and the trade missions of outbound Alaska officials.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

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	State Archivist	Date	Attorney General	Date
Margy Johnson	<i>Ken Niles Jr.</i>	11-22-06	<i>Craig J. Kelley</i>	11/17/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>Margy Johnson</i>	9/6/06	<i>Christopher L. Hies</i>	9-18-06	<i>[Signature]</i>
				11/20/06

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Trade Files:</p> <p>This series documents inbound and outbound trade missions, events and programs with Alaskan and non-Alaskan companies; including markets in Canada, China, Japan, Korea, and Russia.</p> <p>Arranged chronologically by topic and country.</p>	TO	4	P	-	X	<p>TO=Term of Office.</p> <p>Annual accrual rate is approximately 6 cubic feet.</p> <p>Records transferred to the state archives may be sampled unless transferring authority recommends otherwise.</p>
2	<p>Industry Contacts Database:</p> <p>This database contains information regarding over 400 Alaska based companies, foreign and U.S. government officials, trade organizations and NGO's.</p>	C	-	-	C	X	<p>C= Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p> <p>Administered in ACT software program.</p>
3	<p>International Protocols/Memorandums of Agreement:</p> <p>International agreements between the State and China, Japan, Canada, Russia, Korea, Taiwan, etc. executed by top officials.</p> <p>Arranged chronologically.</p>	C	-	P	-	X	<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Trade staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	GRS	GRS		<p>All duplicate copies of records 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 Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p> <p>Originals held in Juneau and work copies in Anchorage.</p>