



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

Schedule Number: 67701

Agency ID #: 54

Page 1 of 2

DIVISION OF FINANCE
 OCT 24 2008

<p>DEPARTMENT OF HEALTH & SOCIAL SERVICES</p> <p>ALASKA COMMISSION ON AGING</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 are nonconfidential. This records schedule supercedes #67700.

Statutory/Regulatory Authority: AS 44.21.200-.240; AS 47.45.200-.290; AS 47.65.100-.290.

The Alaska Commission on Aging (ACoA) advocates for state policy, public and private partnerships, state/federal projects and citizen involvement that assists each of us to age successfully in our homes, in our communities or as near as possible to our communities and families. Our work involves planning, advocacy, and interagency collaboration on issues and state and federal services affecting older Alaskans.

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	State Archivist <i>EXECUTIVE DIR.</i>	Date	Attorney General	Date
Denise Daniello, Executive Director	<i>Denise Daniello</i>	10-6-08	<i>Craig J. Kelley</i>	10/13/08
Signature of Division Director/Designee <small>STATE ARCHIVIST</small>	Date	Records Analyst	Date	Commissioner of Administration
<i>Glenn S. Cook</i>	11/4/08	<i>Christopher L. Hill</i>	10-6-08	<i>Greg Jones</i>
				10/24/08

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 67701

Page 2

Agency ID 54

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<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>Alaska Commission on Aging 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. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>