



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: 73404

Agency ID #: 53

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

ALASKA LABOR RELATIONS AGENCY

KEY

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

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 #73403.

Statutory/Regulatory Authority: AS 23.40.070-.260; AS 42.40.705-.890; 8 AAC 97.010-.990; AS 23.05.360-.390.

The Alaska Labor Relations Agency through the administration of the Public Employment Relations Act (PERA) and railroad labor relations laws seeks to promote labor harmony between government employers and employees by providing a method to resolve disputes to insure the orderly operation of the public's business. The work of the Agency includes conducting representation elections; conducting hearings to determine appropriate bargaining units; conducting hearings to determine the appropriateness of a political subdivision's rejection of PERA; and investigating, conciliating and conducting hearings to determine unfair labor practice charges by public employers or labor organizations against each other. NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full 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
Mark Torgerson, Administrator			6-16-06		6/7/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	5-17-06		5-8-06		6/14/06

DIVISION OF FINANCE

JUN 14 2006

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Unfair Labor Practices Case Files:</p> <p>Landmark ULP Case Files of Historical Importance:</p> <p>This series consists of the complaint, correspondence, notice of hearing, hearing transcripts and exhibits, witness lists, audio and/or video tapes, and a copy of the final decision and order. Also includes cases dismissed, withdrawn or settled.</p> <p>Arranged by case file number.</p>	C+3*	-	-	C+3*		<p>C=Until case is closed and all issues are resolved. *Cases the ALRA determines have longterm value are identified in the ALRA Case Management Database and will be transferred to the state archives. Refer to Page 6 Archival Appraisal Guidelines.</p> <p>The Administrator may recommend that certain historically valuable files be retained permanently in the state archives.</p> <p>Annual accrual rate is approximately one cubic foot.</p>
2	<p>Representation Case Files:</p> <p>Landmark Representation Case Files of Historical Importance:</p> <p>This series consists of petitions for representation, correspondence, notices of petition, notices of election, memorandum of agreement for election, tally sheets, election certification, complaints, objections to petition, written briefs, prehearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, and memorandum decisions.</p> <p>Arranged by case file number.</p>	C+3*	-	-	C+3*		<p>C=Until case is closed and all issues are resolved. *Cases the ALRA determines have longterm value are identified in the ALRA Case Management Database and will be transferred to the state archives. Refer to Page 6 Archival Appraisal Guidelines.</p> <p>Annual accrual rate is less than one cubic foot.</p>
3	<p>Decertification Petitions:</p> <p>Landmark Decertification Case Files of Historical Importance:</p> <p>This series consists of petition for decertification, correspondence, notices of petition, notices of election, memorandum of agreement for elections, tally sheets, election certification, complaints, objections to petition, written briefs, prehearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, and memorandum decisions.</p> <p>Arranged by case file number.</p>	C+3*	-	-	C+3*		<p>C=Until case is closed and all issues are resolved. *Petitions the ALRA determines have longterm value are identified in the ALRA Case Management Database and will be transferred to the state archives. Refer to Page 6 Archival Appraisal Guidelines.</p> <p>Annual accrual rate is less than one 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>Election Voting Materials:</p> <p>Records series consists of signed interest cards, employee lists, envelopes and certified mail receipts, absentee, blank and voted ballots.</p>	C+1	-	-	C+1		<p>C=Until election is certified.</p> <p>The names of persons expressing interest are confidential per 8 AAC 97.060(d).</p>
5	<p>Unit Clarification or Amendment Petition Case Files:</p> <p>Landmark Unit Clarification or Amendment Petition Case Files of Historical Importance:</p> <p>Consists of petitions, backup documentation, correspondence, written briefs, hearing exhibits, witness lists and a copy of the final order and decision.</p> <p>Arranged by case file number.</p>	<p>C+3*</p> <p>C+3*</p>	<p>-</p> <p>2</p>	<p>-</p> <p>P</p>	<p>C+3*</p> <p>-</p>		<p>C=Until case is closed and all issues are resolved. *Cases the ALRA determines have longterm value are identified in the ALRA Case Management Database and will be transferred to the state archives. Refer to Page 6 Archival Appraisal Guidelines.</p>
6	<p>ALRA Orders & Decisions (Master Set):</p>	P	-	-	-		<p>Retained in office for reference use.</p> <p>A copy of the orders and decisions are located in an electronic file maintained in the office by ALRA.</p> <p>Current Agency decision and orders and some past decision and orders are published on the ALRA homepage: http://labor.state.ak.us/laborr/home.htm.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Petition to Enforce Collective Bargaining Agreement:</p> <p>Petitions to Enforce Collective Bargaining Agreements of Historical Importance:</p> <p>Records series consists of petitions, answer, correspondence, notices of hearings, written briefs, prehearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, and memorandum decisions.</p>	<p>C+3*</p> <p>C+3*</p>	<p>-</p> <p>2</p>	<p>-</p> <p>P</p>	<p>C+3*</p> <p>-</p>	<p>C=Until case is closed and all issues are resolved. *Petitions the ALRA determines have longterm value are identified in the ALRA Case Management Database and will be transferred to the state archives. Refer to Page 6 Archival Appraisal Guidelines.</p> <p>Annual accrual rate is less than one cubic foot.</p>	
8	<p>Religious Exemption Claims:</p> <p>Landmark Religious Exemption Claims of Historical Importance:</p> <p>Consists of application for exemption, correspondence, objection, written briefs, prehearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, and memorandum decisions.</p> <p>Arranged by case file number.</p>	<p>C+3*</p> <p>C+3*</p>	<p>-</p> <p>2</p>	<p>-</p> <p>P</p>	<p>C+3*</p> <p>-</p>	<p>C=Until case is closed and all issues are resolved. *Claims the ALRA determines have longterm value are identified in the ALRA Case Management Database and will be transferred to the state archives. Refer to Page 6 Archival Appraisal Guidelines.</p> <p>Annual accrual rate is less than one cubic foot.</p>	
9	<p>Strike Class Determination Petition Cases:</p> <p>Landmark Strike Class Determination Petitions of Historical Importance:</p> <p>Consists of petition for strike class, answers, correspondence, written briefs, prehearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, and memorandum decisions.</p> <p>Arranged by case file number.</p>	<p>C+3*</p> <p>C+3*</p>	<p>-</p> <p>2</p>	<p>-</p> <p>P</p>	<p>C+3*</p> <p>-</p>	<p>C=Until case is closed and all issues are resolved. *Cases the ALRA determines have longterm value are identified in the ALRA Case Management Database and will be transferred to the state archives. Refer to Page 6 Archival Appraisal Guidelines.</p> <p>Annual accrual rate is less than one 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	
10	<p>ALRA Case Management Database:</p> <p>This Access database tracks the agency caseload, provides case status and generates simple statistical reports. It allows the user to check the index to see if a case has been filed in the past, is pending/closed and in storage/archived. It also allows a user to check to see if a case has been set for prehearing or hearing, if a decision and order has been issued, or if the case has been appealed to superior/supreme court. Queries and reports can also be generated listing agency case files that are ready for archiving or destruction per the record retention schedule.</p>	C	-	-	C		<p>C=Until obsolete, superceded or administrative/management need is met. Information contained in this database is available in each public case file in paper format. Current Agency decision and orders and some past decision and orders are published on the ALRA homepage: http://labor.state.ak.us/laborr/home.htm.</p> <p>Department of Labor data processing personnel back up the ALRA database on the Department server.</p>
11	<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 Labor Relations Agency staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See 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>

**ARCHIVAL APPRAISAL GUIDELINES
FOR DETERMINING HISTORICAL SIGNIFICANCE OF
ALASKA LABOR RELATIONS AGENCY CASEFILES**

Appraisal checklist. A *yes* answer indicates the file may have archival value. For each *yes* answer consider (a) in what way; and, (b) to what extent the answer is *yes*.

Yes No

Evidential Values:

- 1. Does the file document the development of a significant policy, regulation or procedure under PERA?
- 2. Does the file reflect a significant degree of achievement of the goals of the ALRA?
- 3. Does the file document a significant agency project?

Informational Values:

- 4. Does the file give significant information about social, economic, political or other forces affecting a significant segment of public employees or public employers?
- 5. Does the file document the nature and extent of a problem area faced by public employees or public employers or show steps taken to solve these problems?
- 6. Does the file document a significant trend or movement in the State (political subdivision, school district, borough, etc.)?
- 7. Does the file document a significant event?

General Questions: Answer only if there is a *yes* answer above.

- 8. Is this file the best available source for this information?
- 9. Is the information contemporary and authoritative?
- 10. Has there been an ALRA Board decision and order issued in this case?
- 11. Has the ALRA Board decision and order been appealed to Superior and/or Supreme Court?

Contemporary, authoritative sources of information with evidential or informational values as indicated above should be transferred to the state archives after the period shown on Records Retention Schedule #73404. If in doubt, contact the archives.