



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: 70405

Agency ID #: 224

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DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

DIVISION OF ADMINISTRATIVE SERVICES

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 noted all records series are nonconfidential. This records schedule supercedes #70404.

Statutory/Regulatory Authority: AS 44.31; AS 40.20.010, AS 40.20.030, AS 23.20; 8 AAC 85; 8 AAC 95.

The Division of Administrative Services provides management information and support services to the Department, develops and distributes labor market and population information, and conducts labor force research. The Division's support services include personnel, fiscal, publications, research and analysis, office services, budget, and data processing.

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
Guy Bell, Ass't Commissioner			4/3/06		3/13/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	3/3/06	D. Dawson	2/7/06		3/29/06

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Division of Administrative Services 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 &amp; Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p><b>Indirect Cost Proposals &amp; Worksheets:</b></p> <p>Accounting reports, worksheets, correspondence regarding proposals sent to the federal government. Federal funds pay a percentage of departmental functions and the Division is responsible for federal billings.</p>	5	-	-	5		