



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: 72009

Agency ID #: 222

RECORDS RETENTION SCHEDULE

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<p><b>DEPARTMENT OF LABOR &amp; WORKFORCE DEVELOPMENT</b></p> <p><b>DIVISION OF ADMINISTRATIVE SERVICES</b></p> <p><b>LABOR MARKET INFORMATION RESEARCH &amp; ANALYSIS</b></p>	<p><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - 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 confidential under AS 43.05.230. This records schedule supercedes #72008.

Statutory/Regulatory Authority: Reference [http://www.gov.state.ak.us/omb/07\\_OMB/budget/Labor/comp336.pdf](http://www.gov.state.ak.us/omb/07_OMB/budget/Labor/comp336.pdf)

The Labor Market Information component contributes to the Department's mission by providing accurate and timely economic and demographic data and analysis to assist government, industry and individuals to make informed choices. The Section develops information on employment by industry and occupation, unemployment, wage rates, occupational injuries and fatalities, housing statistics, population estimates and projections, census geography, resident and nonresident worker statistics, training program completer statistics, and other economic variables.

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 Denise Liccioli	State Archivist <i>[Signature]</i>	Date 6-15-06	Attorney General <i>[Signature]</i>	Date 6/7/06	
Signature of Division Director <i>[Signature]</i>	Date 5/11/06	Records Analyst <i>[Signature]</i>	Date 4/19/06	Commissioner of Administration <i>[Signature]</i>	Date 6/14/06

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<b>Labor Market Analysis Reports (ES202) (Paper):</b>	C	-	P	-		C=Until administrative/management need is met.  The ES202 Reports, 1984 - 1986, exist in microfilm reel format. COM production began in 1987, but is no longer done.  Annual accrual rate is approximately .25 cubic feet.
	(COM Masters):	C	-	-	P		
	(COM Workcopies):	10	-	-	10		
	The ES202 Report is output quarterly from the ES202 Datafile (Item 5) and is submitted to the US Department of Labor, Bureau of Labor Statistics (BLS). Contains information sorted by employer, industry code and geographic area.						
2	<b>Employer's Report of Employment &amp; Total Wages (1004E):</b>  The 1004E form is sent out quarterly to multi-site and multi-industry employers. Employers respond voluntarily. Data gathered is used as a supplement to the 1004, Employer's Contribution Report Batches maintained by ESD, Tax (refer to schedule #71405, Item 1).  Reports arranged alphabetically by employer.	3	-	-	3		Data input into the ES202 Datafile (Item 5).
3	<b>Multiple Work Site Survey:</b>  The 1818 report is sent out quarterly to federal agencies to collect data on civilian employees and wages.  Reports are arranged by employer number and then chronologically.	3	-	-	3		Confidential under 23.20.110.  Data input into the ES202 Datafile (Item 5).

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Annual Refiling Survey:</b></p> <p>BLS 3023 series forms comprise a survey on a three year cycle of employers in selected industries. The purpose of the survey is to update and verify employer industry codes (SIC) in the ES202 Datafile.</p> <p>Forms are arranged by UI account number and then chronologically.</p>	3	-	-	3		Confidential under 23.20.110.
5	<p><b>ES202 Datafile:</b></p> <p>This is an electronic datafile containing information on employment and wages maintained on the DOL mainframe computer. The data is routinely updated as a result of the 1004, 1004E, 1818 and 3023 series forms.</p>	C	-	-	C	X	C=Until information is superceded, obsolete or administrative need is met.
6	<p><b>Occupational Report Survey Forms:</b></p> <p>This series consists of returned survey forms from employers in occupational groupings. Surveys are completed annually on a three year cycle for the complete grouping.</p> <p>Arranged by schedule number.</p>	3.5	-	-	3.5		Results of the survey are compiled in the "Alaska Industry Occupational Outlook" and "Alaska Occupational Supply & Demand."

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		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Special Population Census Schedules:</b></p> <p>Original census field worksheets. Censuses are taken at the option of local governments and are the basis for state revenue sharing. This records series is not related to the federal census.</p>	5	-	P	-		<p>Annual accrual rate is approximately .5 cubic feet.</p> <p>Confidential under the Alaska Constitution, Article 1, Section 22.</p>
8	<p><b>Demographic Reference Materials:</b></p> <p>This series consists of computer generated census data, annual birth and death statistics, special population census summary sheets, etc. used for analytical backup.</p> <p>Arranged chronologically.</p>	C	10	P	-		<p>C=Until administrative/management need is met.</p> <p>Annual accrual rate is approximately .25 cubic feet.</p> <p>Ten year Records Center retention to meet reference needs.</p>
9	<p><b>Demographic Unit Data Maps:</b></p> <p>This series consists of mylars and/or bluelines for US Census Data Maps showing boundary lines for Rural Education Attendance Areas and other physical boundaries. Mylars are created by the US Census Board. These are the only existing maps of specific census areas located in Alaska.</p>	C	10	P	-		<p>C=Until administrative/management need is met.</p> <p>Annual accrual rate is approximately 2 cubic feet.</p> <p>Nonconfidential.</p> <p>Ten year Records Center retention to meet reference needs.</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><b>Annual Employment Preference Determinations:</b></p> <p>This database is used by the DOL Commissioner to determine which occupational groups are subject to Alaska Hire Preference on public funded construction projects.</p>	2	-	-	2		
11	<p><b>Legislative Redistricting/Reapportionment:</b></p> <p>The Department of Labor supports legislative redistricting efforts with technical computer modeling, production of maps and analysis of census data. This records series consists of support documents, including depositions and US Department of Justice, Section 5 submissions.</p>	C	10	P	-		<p>C=Until administrative/management need is met.</p> <p>Annual accrual rate is approximately .5 cubic feet.</p>
12	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Labor Market Information 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>