



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: 75000

Agency ID #: 657

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

DIVISION OF BUSINESS PARTNERSHIPS

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, and Amendments 1 thru 4, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **SOA Fis.** 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.

Participant files may include confidential data per 20 CFR 627.463(b)(1); all other records are non-confidential unless otherwise noted.

This is an entirely new Division. Some of the records on this schedule were previously listed on #73601 (ESD, JTWR).

The Division of Business Partnerships (DBP) has implemented higher standards of accountability, standardization, and streamlining to the processes of awarding and managing grants under the Workforce Investment Act. The public/private partnership Alaska Workforce Investment Board receives support and staffing through this agency. DBP provides the business community with a statewide venue for action on workforce development investments related to economic development.

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
<b>Corine Geldhof, Acting Director</b>	<i>Ken Nail</i>		4/11/05	<i>[Signature]</i>	4/8/05
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Corine Geldhof</i>	2/15/05	<i>D. Dawson</i>	1/28/05	<i>[Signature]</i>	3/22/05

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER 75000**

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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>Subgrant Files:</b></p> <p>This series includes copies of subgrants and all modifications/amendments, invoices, records of payments, monitoring reports and correspondence.</p> <p>Arranged alphabetically by type and year.</p>	C+2	3	-	C+5/ A		<p>C=Until subgrant funding is terminated or completed and Division receives official grant closeout letter. If grant is subject to independent or state single audit, retain file until audit completed and program manager authorizes disposal.</p> <p>Retention Authority: 29 CFR 97.42. Retention period for real property and equipment begins from the date of disposition, replacement or transfer. Refer also to 29 CFR 97.32.</p>
2	<p><b>Participant Files:</b></p> <p>Series includes applications, eligibility determinations, movement forms, verifications, termination forms, follow-up data and other supporting documentation.</p> <p>Arranged alphabetically by type and year.</p>	3	2	-	5		<p>Participant files may include confidential data per 20 CFR 627.463(b)(1).</p> <p>Some information from this fileset is input into the Management Information System (MIS).</p>
3	<p><b>APPLICATIONS (Completed--Denied or Withdrawn):</b></p> <p>(Incomplete):</p> <p>Individual participant or grantee (entity) applications regarding participation in program.</p> <p>Arranged alphabetically by type.</p>	1 1	2 -	- -	3 1		<p>Applications may include confidential data per 20 CFR 627.463(b)(1).</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>Fund Source Budget Documents:</b></p> <p>This records series consists of budget data relating to funding source requirements and may include: cost allocation plans, Notice of Obligation (NOO), indirect cost rate proposals or computations, and other supporting documents.</p> <p>Arranged chronologically by budget year.</p>	C+2	3	-	C+5/ A		<p>C=Until subgrant funding is terminated or completed and Division receives official grant closeout letter. If grant is subject to independent or state single audit, retain file until audit completed and program manager authorizes disposal.</p> <p>Retention Authority: 29 CFR 97.42. Retention period for real property and equipment begins from the date of disposition, replacement or transfer. Refer also to 29 CFR 97.32.</p>
5	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: accounting, personnel, payroll, reading, minutes/meeting, etc.</p> <p>Division of Business Partnerships' 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>