DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule No: 07-654.1
Agency I.D: 654

	RETENTION KEY		FORMAT KEY
DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT DIVISION OF EMPLOYMENT SECURITY COMMUNITY SERVICE EMPLOYMENT FOR OLDER AMERICANS	A – Audit C – Cut-off date/event CY – Current Year CFY – Current Fiscal Year	PA – Permanent (Transfer to State Archives) PO – Permanent (Retain in Office) TO – Term of Office Bus. Ess. – Business Essential Record	H – Hardcopy E – Electronic D – Database S – Scanned M - Microform

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRS), unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a Fiscal year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

All records series are confidential under AS 23.20.110. This records schedule supersedes #73901.

Statutory/Regulatory Authority: AS 47.65; PL 98.459; 20 CFR, Part 674.

The purpose of the division is to promote employment and economic stability by responding to the needs of employers and job seekers. The Community Service Employment for Older Americans program fosters individual economic self-sufficiency and promote useful opportunities in community service activities that shall include community service employment for unemployed low-income persons who are age 55 or older, particularly persons who have poor employment prospects, and to increase the number of persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.

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, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director	State Archivist	Date	Attorney General	Date
Paul Dick	D. Dawson	2/9/12	A	1/24/2012
Signature of Division Director/Designee	**Date** / **Records Analyst**	**Date**	**FOR Commissioner of Administration**	**Date**
	2/8/12	2/9/12		2/1/2012

RIMS-003-11-04

Records Retention Schedule Continuation		Agency I.D: 654				Schedule No: 07-654.1		Page 2 of 2
				Retention				
Prev. Item No.	Item No.	Records Series Title & Description	Format	Office	Records Center	Total Retention	Bus. Ess.	Remarks
2	1	**Senior Employment Enrollee Files** Certificate intake form on enrollee, copy of job description, physical examination, type of service provided to enrollee. Information used for federal report on participants in senior employment program.	H	3	-	3		Confidential under AS 40.25.120. Certain information from this records series is entered into the SCSEP Data Collection System, an SQL application.