DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA
RECORDS RETENTION SCHEDULE

Schedule Number: 71504
Agency ID #: 235

DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

DIVISION OF EMPLOYMENT SECURITY

EMPLOYMENT SERVICES SECTION
ALASKA JOB CENTERS

KEY

A	After Audit	Numerals	Years in addition to current year
CFY	Current Fiscal Year		
CY	Current Year	TO	Term of Office
P	Permanent	S/M	After Scanning/ 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 Retention Schedule, 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 23.20.110. This records schedule supercedes #71503.

Statutory/Regulatory Authority: AS 23.20; 8 AAC 85; Public Law 105-220 (Workforce Investment Act of 1998), 107-210 (Trade Act of 1974, as amended); Social Security Act (Titles III, X, XI, XII); 20 CFR Chapter V; 5 USC Section 8501-8525;

The Employment Services section provides labor exchange services to Alaskan job seekers, veterans, and employers. All data is entered into ALEXsys, Alaska's web-based labor exchange system. Wagner-Peyser funded services are offered from our statewide job centers via in-person contact, telephonically, or electronically through the Internet. Services include matching qualified applicants to job listings and referring them to employers; providing vocational counseling and testing; assisting job seekers with special occupational needs; operating a statewide job listing; and disseminating labor market information.

NOTE: 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 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Divison Director		State Archivist	Date	Attorney General	Date
Thomas W. Nelson		Glenn Look	2/17/09	Craig J. Tillery	1/13/09
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
Thomas W. Nelson	12/23/08	Christopher Gilbert	12-23-08	Kim Sheets	1/21/09

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		Retention		Disposition			Agency ID: 235
Item No.	Records Series & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	**GENERAL ADMINISTRATIVE RECORDS:** Includes administrative records related to Budget Preparation; General Accounting; Grant management; procurement, Leasing & Property; General Administrative; personnel Administration; and, Information Technology. Alaska Job Centers staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).	-	-	See GRS	See GRS		Destroy duplicate copies of records when no longer needed for business purposes. The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.
2	**Job Seeker Information (Electronic):** **(Paper):** This series consists of job seeker ES registration, individual accounts, personal profile information, veteran's status, resumes, letters, online applications, assessments, and job search history. Maintained electronically in ALEXsys.	C+5 C	- -	- -	C+5 C		C=Exited from Wagner-Peyser (and partner program if applicable). Delete, purge or destroy data five years after exit; or, until information is obsolete, superceded or no longer needed for business purposes, whichever is later. C=Destroy paper originals after information is input and verified to ALEXsys.
3	**Employer Information (Electronic):** **(Paper):** This series consists of registered employer accounts, worksites, contacts, corporate profiles, recruitment plan, candidate resumes, job orders, virtual recruiter, training programs and providers. Maintained electronically in ALEXsys.	5 C	- -	- -	5 C		Delete, purge or destroy data after five years; or, until information is obsolete, superceded or no longer needed for business purposes, whichever is later. C=Destroy paper originals after information is input and verified to ALEXsys.

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	Retention		Disposition			Agency ID: 235
Item No.	Records Series & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	**Job Orders (Electronic):** **(Paper):** This series consists of job order verification, job order referrals, job order follow-up, and job order referral results. Maintained electronically in ALEXsys.	5 C	- -	- -	5 C		Delete, purge or destroy data after five years; or, until information is obsolete, superceded or no longer needed for business purposes, whichever is later. C=Destroy paper originals after information is input and verified to ALEXsys
5	**ALEXsys Reports (Electronic):** This series consists of reports on registered individuals, registered employers, enrolled individuals, services provided to individuals, tracking, resumes, job orders, activities, ETA 9002 quarterly, ETA 9048 profile, reportlauncher reports, and WPRS 9048. Maintained electronically in ALEXsys.	C+5	-	-	C+5		C=Delete, purge or destroy data five years after validation period has passed; or, until information is obsolete, superceded or no longer needed for business purposes, whichever is later.
6	**Labor Market Information (Electronic):** This information is generated by DOLWD, refer to schedule #72009 (Research & Analysis). Maintained electronically in ALEXsys.	5	-	-	5		Delete, purge or destroy data after five years; or, until information is obsolete, superceded or no longer needed for business purposes, whichever is later. The Workforce Information Database (WID) is maintained by the Research & Analysis section and is stored indefinitely.

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	Retention		Disposition			Agency ID: 235
Item No.	Records Series & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	**Resource Room Sign In Sheet (Electronic):** **(Paper):** This is a basic job seeker profile completed by the job seeker or staff upon job seeker entry to a job center. Staff queries ALEXsys by last name or SSN, and inputs service codes identifying needs and activities.	5 C	- -	- -	5 C		Delete, purge or destroy data after five years; or, until information is obsolete, superceded or no longer needed for business purposes, whichever is later. C=Destroy paper originals after information is input and verified to ALEXsys
8	**ALEXsys:** ALEXsys is the web-based labor exchange program that houses all job seeker, employer, veteran, and labor market information for the State of Alaska. Information is tracked, monitored, and extracted for reporting requirements.	P	-	-	-	X	Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).
9	**Adjudications:** This series includes information related to 45 adjudication issues. A "45" issue denotes failure to register for work and provide an online resume on ALEXsys. This disqualifies eligibility for unemployment insurance benefits until resolved.	C+5	-	-	C+5		C=Until resolution.