



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 73602

Agency ID #: 453

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

DIVISION OF EMPLOYMENT SECURITY

CAREER SUPPORT & TRAINING SERVICES

BALANCE OF STATE--SERVICE DELIVERY AREA

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 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.

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

Statutory Authority: PL 97-300; Workforce Investment Act of 1998 (WIA: PL 105-220). This records schedule supercedes #73601.

This agency emphasizes training for the economically disadvantaged, the dislocated and persons who have exhausted their Unemployment Insurance benefits. There are five regional offices in Juneau, Anchorage, Fairbanks, Bethel and Nome.

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.

Division Director	State Archivist		Date	Attorney General	Date
Thomas Nelson	<i>Glenn Cook</i>		11/4/08	<i>Craig Tolley</i>	10/13/08
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Thomas Nelson</i>	7/29/08	<i>D. Dawson</i>	7/25/08	<i>K. Johnson</i>	10/24/08

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Career Support & Training Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>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.</p>
2	<p>Subgrant Files:</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+1	4	-	C+5/ A		<p>C=Until subgrant is closed out. Retain 5 years after subgrant is closed out; or, until independent or state single audit is concluded, whichever is later.</p> <p>These files are maintained in regional offices.</p>
3	<p>Participant Files (Originals):</p> <p>(Electronic):</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>	C+3/ S 5	2 -	- -	C+5/ S 5	X	<p>C=After participant file is closed out. S=After documents are scanned and images verified under ESD's standard operating policies and procedures, originals may be disposed. [Note: Not all offices have scanning capabilities.]</p> <p>Confidential under 20 CFR 627.463 (b)(1).</p> <p>Some information from the Participant Files is entered into the Management Information System (MIS).</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	Applications, Completed--Denied or Withdrawn (Originals): (Electronic): Individual applications for participation in program. Arranged alphabetically by type.	1/S	2	-	3/S		S=After documents are scanned and images verified under ESD's standard operating policies and procedures, originals may be disposed. [Note: Not all offices have scanning capabilities.] Confidential under 20 CFR 627.463(b)(1).
		3	-	-	3		
5	Applications, Incomplete (Originals): (Electronic): Individual applications for participation in program. Arranged alphabetically by type.	1/S	-	-	1/S		S=After documents are scanned and images verified under ESD's standard operating policies and procedures, originals may be disposed. [Note: Not all offices have scanning capabilities.] Confidential under 20 CFR 627.463(b)(1).
		1	-	-	1		
6	Self-Service Registration Forms (Originals): (Electronic): This form ensures that WIA receives a count for self-service or informational activities of inquirers who have not applied for services under the WIA program. Forms are signed and entered into the MIS.	S	-	-	S		S=After documents are entered into the MIS, scanned and images verified under ESD's standard operating policies and procedures, originals may be disposed. The MIS is the statewide database used to track, monitor, and report participant information and services under WIA and STEP. WIA: Workforce Investment Act STEP: State Training & Employment Program
		5	-	-	5		