



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 248 Schedule No: 07-248.1

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
 DIVISION OF LABOR STANDARDS & SAFETY
 248 - CONSULTATION & TRAINING

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

Unless otherwise noted, all records series are nonconfidential. This schedule supersedes #72405.

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.

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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
	*		7/21/06
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	8/10/08	*	8/16/06
State Archivist	Date	Records Analyst	Date
*	8/23/06	*	7/12/06

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Consultation & Training Visit Reports (Originals) This series includes inspections done upon request of both public and private employers. No legal sanctions are imposed for violations discovered during the inspection.</p>	H	S	Y	<p>S = After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed.</p> <p>1986 & prior came under schedule 072400. Microfilmed records start in 1987 and CD records begin with CY2004 files.</p> <p>The agency will ensure proper safeguards and procedures are in place to facilitate access for 30 years, including refreshing media and migrating information to new applications/technologies /media.</p>
<p>001.2 - Consultation & Training Visit Reports (Master CD) This series includes inspections done upon request of both public and private employers. No legal sanctions are imposed for violations discovered during the inspection.</p>	E	30	Y	Master CDs should be held offsite in a records center.
<p>001.3 - Consultation & Training Visit Reports (Workcopy CD) This series includes inspections done upon request of both public and private employers. No legal sanctions are imposed for violations discovered during the inspection.</p>	H	30	Y	
<p>002.1 - Certificate Variance Files (Originals) Includes temporary variances, permanent variances and interim orders granted. Outlines conditions to be followed for variance to be valid. "Willful Citations" may be issued by enforcement if conditions of variance are not adhered to.</p>	H	S	Y	S = After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed.
<p>002.2 - Certificate Variance Files (Master CD) Includes temporary variances, permanent variances and interim orders granted. Outlines conditions to be followed for variance to be valid. "Willful Citations" may be issued by enforcement if conditions of variance are not adhered to.</p>	E	30	Y	Master CDs should be held offsite in a records center.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key	Format Key	Bus. Ess = Business Essential
<p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>

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