



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 72904

Agency ID #: 252

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DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT DIVISION OF WORKERS' COMPENSATION FISHERMEN'S FUND ADVISORY & APPEALS COUNCIL	KEY	
	A - After Audit	Numerals - Years in addition to current year
	CFY - Current Fiscal Year	TO - Term of Office
	CY - Current Year	S/M - After Scanning/ Microfilming
	P - Permanent	
	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.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #72903.

Statutory Authority: AS 23.35.010-.150; 8 AAC 55.010-.040.

The Fishermen's Fund was established by the Alaska Territorial Legislature in 1951 at the request of fishermen. It provides for the treatment and care of Alaska licensed commercial fisherman who have been injured while fishing on shore or off shore in Alaska.

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
Paul Lisankie	<i>Glenn Stook</i>		8/1/08	<i>Craig J. Talley</i>	7/9/08
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Paul F. Lisankie</i>	6-25-08	<i>Christine L. Hill</i>	6-24-08	<i>Ken J. Jensen</i>	8/1/08

DIVISION OF FINANCE

JUL 17 2008

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	Fishermen's Fund Claim & Case Files (Originals): (Master Microfilm): (Work Copy Microfilm): This series documents the Agency's action on applications for benefits due commercial fishermen and consists of the following: correspondence, medical statements, health insurance claims, physicians' reports of injury/illness, appeals, orders, information sheet and billing history. Arranged alphabetically by claimant.	2	-	-	M	X	M=After microfilming. Originals are maintained for 2 years in office. The files are then filmed and two microfilms are produced: one copy is retained in office and the master is sent to the Records Center. Original documentation may be destroyed after microfilm is certified "true & correct." Annual accrual rate is approximately 10-12 cubic feet. Authority: 8 AAC 55.030 Some data from this records series is entered into the Fish Fund (Item 3).
		-	50	-	50		
		50	-	-	50		
2	Fishermen's Fund Advisory & Appeals Council Meeting Files: This series consists of correspondence, minutes, agenda, appeals and special orders. Arranged chronologically.	5	-	P	-	X	Annual accrual rate is less than one cubic foot.
3	Fish Fund (Electronic): This information system tracks claims and monitors payments for fisherman injuries.	P	-	-	-		Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<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>The Fishermen's Fund Advisory and Appeals Council 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>

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