



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 25 Schedule No: 01-25.1

OFFICE OF THE GOVERNOR
 25 - ALASKA REDISTRICTING BOARD

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

Note: This records schedule was prepared with the assistance of Gordon Harrison, past director of the Alaska Redistricting Board. This schedule supersedes #310500.

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
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	2/14/04	*	3/4/04
State Archivist	Date	Records Analyst	Date
*	3/8/04	*	1/22/04

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Minutes & Meeting Files May include agenda, information packets, reports, notes, transcription of minutes, meeting summaries, public testimony, written material submitted to the Board, and questionnaires.</p> <p>Arranged chronologically.</p>		PA		All audio tapes are transcribed and may be recycled once prior to disposal.
<p>002 - Reading Files Historically this fileset constitutes a "Subject & Correspondence" file and contains everything that has been sent to the Board. It consists of a comprehensive record of the Board's constitutional and administrative duties. Includes reports and emails.</p> <p>Arranged chronologically.</p>		PA		
<p>003 - Redistricting Plans (District Maps) Draft plans, final plans and revised final plan. The revised final plans consists of booklets of maps and descriptions of election districts. Also includes written reports.</p> <p>Maps are arranged by election district.</p>		PA		
<p>004 - Litigation Records Includes all records administered by the Board including transcripts, court motions, testimony, copies of written reports, responses, correspondence with independent private counsel.</p>		PA		Litigation records will be reappraised for permanent historical value in 2014.
<p>005 - Internet Site Development Files & Worldwide Web Page (Electronic) This series consists of Web page data, program/system documentation with backup, statistics and other development materials utilized in the creation/maintenance of the Board's Worldwide Web site.</p>		PA		Historical Web Page may be in optical disk format.

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.

<p>Retention Key</p> <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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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