



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

RECORDS RETENTION SCHEDULE

Schedule Number: 310401

Agency ID #: 602

Page 1 of 5

<p><b>ALASKA STATE LEGISLATURE</b></p> <p><b>STATE SENATE</b></p> <p><b>OFFICE OF THE SENATE SECRETARY</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in addition to current year</p> <p><b>CFY</b> - Current Fiscal Year</p> <p><b>CY</b> - Current Year      <b>TO</b> - Term of Office</p> <p><b>P</b> - Permanent      <b>S/M</b> - After Scanning/ Microfilming</p> <p><b>C</b> - Current or as defined</p>
--	---

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

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #310400.

Authority: AS 24.10.030 & the Alaska State Legislature Uniform Rules.

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.

NOTE: Item 1 consists of audio cassette tapes which are scheduled for permanent retention in the archives after office retention has been met. This media does not meet long-term preservation standards and the archives does not have a preservation remastering program to ensure longevity of the recordings. Hence, the archives can not guarantee that the recordings will remain audible into the future.

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  <b>Kirsten Waid, Senate Secretary</b>	State Archivist <i>Glenn Hook</i>	Date <i>4/11/08</i>	Attorney General <i>Craig J. Tolley</i>	Date <i>4/3/08</i>	
Signature of Division Director/Designee <i>Kirsten Waid</i>	Date <i>2/20/08</i>	Records Analyst <i>D. Dawson</i>	Date <i>2/15/08</i>	Commissioner of Administration <i>[Signature]</i>	Date <i>4/11/08</i>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER 310401**

**Page 2**

**Agency ID 602**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>Legislative Floor Session Tapes (Masters):</b></p> <p>This series consists of audio cassettes of all Senate floor session action.</p> <p>Arranged chronologically.</p>	1 Day	-	**P	-	X	<p>**See Note on page one.</p> <p>Sergeant-at-Arms delivers master tapes and logs daily to the Alaska State Library circulation desk for duplication. State Library staff transfer cassettes to archives approximately twice a year. The State Library maintains one copy and one copy is sent to the Anchorage Law Library.</p>
2	<p><b>Senate Journal Files (Original):</b></p> <p>(Electronic):</p> <p>The originals are camera ready pages from which the daily Journal is printed. The Senate Journals are approved and certified daily by the entire legislative body. Arranged chronologically.</p> <p>The complete Journal is entered daily into the Legislative Computer System (BASIS).</p>	C  P	-  -	P  -	-  -	X	<p>C=Until Journals are bound and verified.</p> <p>Journal information is also available through the Folio InfoBase Server via the internet and Bill Action &amp; Status Inquiry System (BASIS). BASIS is a mainframe searchable application that contains up-to-the-minute bill status and action information and is updated while the Senate and House meet on the floor.</p> <p>Electronic backups are stored on a Sequel server according to established policies and procedures.</p>
3	<p><b>Senate Bill &amp; Resolution File:</b></p> <p>Records series consists of original bills as introduced, all original floor amendments, transmittal letters, committee reports, votes, letters of intent, messages to/from House and Governor and vetoed legislation.</p> <p>Arranged numerically by bill/resolution number.</p>	C	-	P	-	X	<p>C=Until beginning of next legislature. Committees send other backup material directly to the Legislative Reference Library, where it is subsequently microfilmed by Central Microfilm (Alaska State Archives &amp; Records Management Program, Division of Libraries, Archives &amp; Museums, Department of Education &amp; Early Development) prior to transfer to the archives.</p> <p>Annual accrual rate is approximately one cubic foot.</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**310401**

**Page 3**

**Agency ID**

**602**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Fiscal Notes (Original):</b></p> <p>(Master Microfiche):</p> <p>(Work Copy Microfiche):</p> <p>Consists of all fiscal notes that accompanied Senate legislation. Arranged numerically by bill number.</p>	C	**P	-	-	X	<p>C=Until microfilmed. **P--Original records are transferred to the Legislative Reference Library, where they are retained permanently.</p> <p>This records series is microfilmed by Central Microfilm (Alaska State Archives &amp; Records Management Program, Division of Libraries, Archives &amp; Museums, Department of Education &amp; Early Development.)</p>
5	<p><b>Senate Committee Meeting Schedules:</b></p> <p>Consists of daily published schedules of committee meetings.</p> <p>Arranged chronologically.</p>	C	-	-	C		<p>C=Until Journals are bound.</p> <p>Bound annually with daily journals.</p>
6	<p><b>Original Voting Records (Individual):</b></p> <p>Annual computer report documents each member's voting record.</p> <p>Arranged and categorized by member.</p>	C	-	P	-		<p>This information is available from the Senate Journal; however, it is not categorized by member. The report is available at the Legislative Information Office.</p> <p>Annual accrual rate is less than .25 cubic feet.</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**310401**

**Page 4**

**Agency ID**

**602**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Boards &amp; Commissions Votes:</b></p> <p>This records series consists of the original votes of approval for the Governor's appointments to boards and commissions, committee recommendations and Governor's appointment letter.</p> <p>Arranged alphabetically by board/commission name.</p>	C	-	P	-	X	<p>C=Until beginning of next legislature.</p> <p>Annual accrual rate is less than .25 cubic feet.</p>
8	<p><b>Original Calendar (Electronic):</b></p> <p>The Senate Rules Committee is responsible for preparation of the daily calendar. No business can be transacted nor any measure considered that is not on the calendar.</p> <p>The calendar is located on BASIS and allows the user to display bills and resolutions on the calendar chronologically.</p>	C	-	-	C		<p>C=Until information is superceded or administrative need is met.</p>
9	<p><b>Citations:</b></p> <p>Legislative citations consist of commendations, condolences, appreciation or congratulations to an individual or a group; or, recognize a particular event or occasion. Approval is noted in the Senate Journal.</p>	C	-	-	C		<p>C=Until information is superceded or administrative need is met.</p> <p>Office of Record is the Legislative Affairs Agency, Office of the Executive Director. Years 1989 - 2005 are available on-line.</p>

<b>RECORDS RETENTION SCHEDULE CONTINUATION</b>	<b>SCHEDULE NUMBER</b> 310401	<b>Page</b> 5
	<b>Agency ID</b> 602	

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Senate Secretary staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed after business need is concluded.</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>