



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: 310500

Agency ID #: 25

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ALASKA REDISTRICTING BOARD

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- Numerals - Years in Addition to current year
- TO - Term of Office
- M - After 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, and Amendments 1 thru 4, 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.

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

Statutory Authority: Article VI of the Alaska Constitution

The Alaska Redistricting Board consists of five members, all of whom must be residents of the state for at least one year and none of whom may be public employees or officials at the time of or during the tenure of appointment. The governor appoints two members, the president of the Senate appoints one member, the speaker of the House appoints one member, and the chief justice of the Alaska Supreme Court appoints one member. Board members may not run for legislative office in the first election following adoption of a redistricting plan.

This records schedule supercedes #012500 (Office of the Governor, Reapportionment Board).

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 n/a	State Archivist 	Date 3-8-04	Attorney General 	Date 2/14/04
Signature of Division Director	Date	Records Analyst D. Dawson	Date 1/22/04	Commissioner of Administration
				Date 3/4/04

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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 [Unless otherwise listed on this schedule]:</p> <p>Includes general correspondence, policies/procedures, historical data regarding creation of Board, reports, publications; and, the following types of files: accounting, and personnel/payroll.</p> <p>Alaska Redistricting Board staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS), unless they are specifically listed on this schedule.</p>			See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed from the Archives & Records homepage.</p>
2	<p>Minutes & Meeting Files:</p> <p>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>	C	-	P	-		<p>C=Until Redistricting Board is terminated.</p> <p>All audio tapes are transcribed and may be recycled once prior to disposal.</p>
3	<p>Reading Files:</p> <p>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>	C	-	P	-		<p>C=Until Redistricting Board is terminated.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Redistricting Plans (District Maps):</p> <p>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>	C	-	P	-		C=Until Redistricting Board is terminated.
5	<p>Litigation Records:</p> <p>Includes all records administered by the Board including transcripts, court motions, testimony, copies of written reports, responses, correspondence with independent private counsel.</p>	C	-	P	-		Litigation records will be reappraised for permanent historical value in 2014.
6	<p>Internet Site Development Files & Worldwide Web Page (Electronic):</p> <p>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>	C	-	P	-		<p>C=Until Redistricting Board is terminated.</p> <p>Historical Web Page may be in optical disk format.</p>