



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: 520 Schedule No: 33-520.1

ALASKA STATE LEGISLATURE
 LEGISLATIVE BUDGET AND AUDIT COMMITTEE
 520 - DIVISION OF LEGISLATIVE FINANCE

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 #320108.

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 David E. Teal	Signature of Division Director *	Date 7/16/12
Attorney General/Designee Alan Birnbaum*	Date 10/8/12	Commissioner of Administration/Designee Scot Arehart*
State Archivist Dean Dawson*	Date 8/20/12	Records Analyst Valerie Rose*
		Date 8/20/12

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Fiscal Notes (Reported Out of House and Senate Finance Committees) This series consists of fiscal notes reported out of the House and Senate Finance Committees. Arranged by bill number with a summary sheet.</p>	H	PA		
<p>002 - Revised Programs, Legislative (RPL) This series consists of RPL memoranda. Includes both approved and not approved. Arranged by fiscal year and thereunder alphabetically by agency.</p>	H & E	PA		
<p>003 - Free Conference Committee Reports (Budget) This series consists of the printed Election District Report, Summary of Appropriations and Departmental Budgets and other miscellaneous budget reports for each fiscal year. Arranged by fiscal year.</p>	E	PA		Extra copies are retained for public distribution.
<p>004 - Fiscal Analyst's Special Reports This series consists of ad hoc reports on various topics related to the State's budget and/or revenue sources. Includes studies, memoranda and correspondence related to revenue issues. These materials are not included in the reading file. Arranged by fiscal year.</p>	E	PA		

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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