



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 602 Schedule No: 33-602.1

ALASKA STATE LEGISLATURE
 STATE SENATE
 602 - OFFICE OF THE SENATE SECRETARY

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.

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #310401.

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
	*		2/20/08
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	4/3/08	*	9/10/08
State Archivist	Date	Records Analyst	Date
*	4/11/08	*	2/15/08

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Legislative Floor Session Tapes (Masters) This series consists of audio cassettes of all Senate floor session action. Arranged chronologically.</p>		PA	Y	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>002.1 - Senate Journal Files (Original) 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. The complete Journal is entered daily into the Legislative Computer System (BASIS).</p>	H	PA	Y	Journal information is also available through the Folio InfoBase Server via the internet and Bill Action & 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>002.2 - Senate Journal Files (Electronic) 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. The complete Journal is entered daily into the Legislative Computer System (BASIS).</p>	E	PO	Y	Electronic backups are stored on a Sequel server according to established policies and procedures.

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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<p>003 - Senate Bill & Resolution File 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>		PA	Y	<p>Committees send other backup material directly to the Legislative Reference Library, where it is subsequently microfilmed by Central Microfilm (Technical & Imaging Services, Division of Libraries, Archives & Museums, Department of Education & Early Development) prior to transfer to the archives.</p> <p>Annual accrual rate is approximately one cubic foot.</p>
<p>004.1 - Fiscal Notes (Original) Consists of all fiscal notes that accompanied Senate legislation. Arranged numerically by bill number.</p>	H	T	Y	<p>T = Original records are transferred to the Legislative Reference Library, where they are retained permanently.</p> <p>This records series is microfilmed by Central Microfilm (Technical & Imaging Services, Division of Libraries, Archives & Museums, Department of Education & Early Development.)</p>
<p>004.2 - Fiscal Notes (Master Microfiche) Consists of all fiscal notes that accompanied Senate legislation. Arranged numerically by bill number.</p>	M	PA	Y	
<p>004.3 - Fiscal Notes (Work Copy Microfiche) Consists of all fiscal notes that accompanied Senate legislation. Arranged numerically by bill number.</p>	M	PO	Y	
<p>005 - Senate Committee Meeting Schedules Consists of daily published schedules of committee meetings.</p> <p>Arranged chronologically.</p>		C		<p>C = Until Journals are bound.</p> <p>Bound annually with daily journals.</p>

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<p>006 - Original Voting Records (Individual) Annual computer report documents each member's voting record.</p> <p>Arranged and categorized by member.</p>		PA		<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>
<p>007 - Boards & Commissions Votes 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>		PA	Y	<p>Annual accrual rate is less than .25 cubic feet.</p>
<p>008 - Original Calendar 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>	E	C		<p>C = Until information is superseded or administrative need is met.</p>
<p>009 - Citations 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		<p>C = Until information is superseded 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>

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