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: 310301
Agency ID #: 517

ALASKA STATE LEGISLATURE

LEGISLATIVE AFFAIRS AGENCY

LEGISLATIVE LEGAL & RESEARCH SERVICES
LEGISLATIVE RESEARCH SERVICES

KEY

A	After Audit	**Numerals**	Years in Addition to current year
CFY	Current Fiscal Year	**TO**	Term of Office
CY	Current Year	**M**	After Microfilming
P	Permanent	**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; unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

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DIVISION OF FINANCE

Statutory Authority: AS 24.

Legislative Research Services provides independent, objective research and analysis in a nonpartisian manner for all members of both houses.

This records schedule supercedes #310300.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Divison Director	State Archivist	Date	Attorney General	Date
Tamara Cook		5/8/00		4/20/00

Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
Tamara Cook	4/11/00	D. Dawson	4/11/00		4/27/00

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 310301

Agency ID 517

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
1	**GENERAL ADMINISTRATIVE RECORDS:** Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: accounting, personnel, payroll, reading, minutes/meeting, etc. Legislative Research Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).	-	-	See GRS	See GRS		Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents. All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met. The General Schedule may be downloaded from the Archives & Records homepage.
2	**Research Work Order Files (Originals):** (Compact Discs:) This fileset documents research requests from legislators. Includes request research forms, correspondence, final reports, reference materials and other backup. Arranged numerically.	C P	- -	* -	C -	X	C=Until copied onto compact discs. *Originals may be offered to the state archives after authentication of electronic data. Confidential per AS 24.20.100. 1990 - current will be available on the public web server. Titles of public reports are available on the Legislative Research Services' homepage. The Legislative Research Agency Requests (LRAR) database produces the index. Annual accrual rate is approximately 3 cubic feet.