



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 517 Schedule No: 33-517.1

ALASKA STATE LEGISLATURE
 DIVISION OF LEGAL AND RESEARCH SERVICES
 517 - RESEARCH SERVICES

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 #310301.

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
	*		4/11/00
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	4/20/00	*	4/27/00
State Archivist	Date	Records Analyst	Date
*	5/8/00	*	4/11/00

* Original signatures held on file

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Research Work Order Files (Originals) This records series documents research requests from legislators. Includes request research forms, correspondence, final reports, reference materials and other backup.</p> <p>Arranged numerically.</p>		C	Y	<p>C = Until copied onto compact discs.</p> <p>* = Originals may be offered to the State Archives after authentication of electronic data.</p> <p>Confidential under AS 24.20.100.</p> <p>Titles of public reports are available on the Legislative Research Services' homepage. The Legislative Research Agency Requests (LRAR) database produces the index.</p> <p>Annual accrual rate is approximately 3 cubic feet.</p>
<p>001.2 - Research Work Order Files (Compact Discs) This records series documents research requests from legislators. Includes request research forms, correspondence, final reports, reference materials and other backup.</p> <p>Arranged numerically.</p>	E	PO	Y	<p>Confidential under AS 24.20.100.</p>

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 align="center">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 align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
--	--	--