



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: 519      Schedule No: 33-519.1**

ALASKA STATE LEGISLATURE  
 DIVISION OF LEGAL AND RESEARCH SERVICES  
 519 - LEGAL 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 #310103.

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
	*	10/3/00
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	10/26/00	*
		Date
State Archivist	Date	Records Analyst
*	10/30/00	*
		Date
		9/29/00

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - Permanent Bill File (Original)</b>                      This series consists of all versions of all bills.</p> <p>Arranged by House/Senate bill number.</p>	H	M	Y	<p>M = Until microfilm is certified "true and correct".</p> <p>The original hardcopy is microfilmed very two years.</p> <p>Record copy is administered by the Division of Legal and Research Services.</p>
<p><b>001.2 - Permanent Bill File (Master Microfilm)</b>                      This series consists of all versions of all bills.</p> <p>Arranged by House/Senate bill number.</p>	M	PA	Y	
<p><b>001.3 - Permanent Bill File (Work Copy Microfilm)</b>                      This series consists of all versions of all bills.</p> <p>Arranged by House/Senate bill number.</p>	M	PO	Y	
<p><b>002.1 - Legislative Work Orders (Original)</b>                      Members of the Legislature utilize the research and bill drafting services of the division's attorneys. This records series documents the scope of each request.</p> <p>Arranged by request number.</p>	H	M	Y	<p>M = Until microfilm is certified "true and correct."</p> <p>The original hardcopy is microfilmed every four years.</p> <p>This fileset is confidential per AS 24.20.100.</p> <p>The master microfilm is retained in the Division of Legal and Research Services.</p>
<p><b>002.2 - Legislative Work Orders (Master &amp; Work Copy Microfilm)</b>                      Members of the Legislature utilize the research and bill drafting services of the division's attorneys. This records series documents the scope of each request.</p> <p>Arranged by request number.</p>	M	PO	Y	<p>This fileset is confidential per AS 24.20.100.</p> <p>The master microfilm is retained in the Division of Legal and Research Services.</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><b>Retention Key</b></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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>003 - ALDEX</b>                      This electronic information system tracks attorney workload, work project status and statistics. Staff may check or update status of work projects from any personal computer connected to the Local Area Network.</p>	D	C		<p>C = Until information is superseded, obsolete or administrative/management need is met.</p> <p>This fileset contains information confidential per 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"><b>Retention Key</b></p> <p>A = Until Audit                      PO = Permanent (Retain in agency office)                      C = Cut-off event/date              S = Until Scanned                      CY = Current Year                      T = Transfer                      CFY = Current Fiscal Year              TO = Term of Office                      PA = Permanent (Transfer to State Archives)</p>	<p align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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