



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: 309 Schedule No: 09-309.1

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
 09 - DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
 309 - ADJUTANT GENERAL'S OFFICE

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 are nonconfidential. This schedule supersedes #90702.

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
	*		3/16/09
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	4/23/09	*	5/7/09
State Archivist	Date	Records Analyst	Date
*	5/11/09	*	3/10/09

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Subject & Correspondence Files This series consists of correspondence with departmental divisions, executive agencies, federal, international and Native organizations. Includes information related to the administration of departmental programs and special projects.</p> <p>Arranged according a subject classification system.</p>		PA		<p>Transfer copy of file system outline with each shipment to the State Archives. Records transferred to the State Archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately three cubic feet.</p>
<p>002 - Construction Project Files This series documents facilities constructed on state-owned land and includes: correspondence, budget and contractor files, bids, responses, contract documents, payment records, etc.</p> <p>Arranged by project number.</p>		C+6		<p>C = Until the project is completed.</p> <p>Under AS 09.10.120 the statute of limitation for contract actions brought in the name of the state is 6 years from the date of accrual of the cause of action. For fraud: limitation commences from the time of discovery by the aggrieved party.</p>
<p>003 - Construction Drawings & As-Builts This series consists of completed as-built plans for facilities constructed on state-owned land.</p> <p>Arranged by project number.</p>		C+10	Y	<p>C = Until the state no longer has a legal interest in the property.</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 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">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>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>004.1 - Real Estate Records (For Properties Having No Suspected Contamination) Includes permits, titles, correspondence, and backup documentation regarding real property owned, leased, or administered by the department.</p>		C+10	Y	<p>C = Until state no longer has an interest in the property.</p> <p>AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property. Liability, current or future, pertaining to the release of hazardous substances attaches to property owners. Certain records (including insurance policies, binders renewals, leases, use permits) for properties with known or suspected contamination may need to be maintained more than 30 years, under advice from the Attorney General's Office, Environmental Section.</p>
<p>004.2 - Real Estate Records (For Properties With Known or Suspected Contamination) Includes permits, titles, correspondence, and backup documentation regarding real property owned, leased, or administered by the department.</p>		C+30	Y	<p>C = Until state no longer has an interest in the property.</p> <p>AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property. Liability, current or future, pertaining to the release of hazardous substances attaches to property owners. Certain records (including insurance policies, binders renewals, leases, use permits) for properties with known or suspected contamination may need to be maintained more than 30 years, under advice from the Attorney General's Office, Environmental Section.</p>

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<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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