



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 90702

Agency ID #: 309

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF MILITARY & VETERANS AFFAIRS

ADJUTANT GENERAL'S OFFICE

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, unless those records have been listed on this schedule.

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

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted all records are nonconfidential. This records schedule supercedes #090701.

Statutory Authority: AS 26 (MVA); AS 44.35 (DMVA), AS 36 (Contracts), AS 37 (Finance).

The Office of the Commissioner provides executive leadership, management and policy direction to the divisions within the Department.

NOTE: 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 below are approved for retention and disposition as indicated.

Division Director Lt. Gen. Craig E. Campbell, Comm.	State Archivist <i>Glen S Cook</i>	Date 5/11/09	Attorney General <i>Craig Tilly</i>	Date 4/23/09
Signature of Division Director/Designee <i>James Miller</i>	Date 3/16/09	Records Analyst <i>D. Dawson</i>	Date 3/10/09	Commissioner of Administration <i>King James</i>
			Commissioner of Administration <i>King James</i>	Date 5/7/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS [Unless otherwise listed on this schedule]:</p> <p>The Commissioner General Records Retention Schedule includes the following types of files: reading, program administration, special projects, legislative, regulation, policies, procedures, legal opinions, reports, minutes/meeting, public information and hearing officer.</p> <p>The General Administrative Records Retention Schedule includes other administrative records related to: Budget Preparation; General Accounting; Grant Mgt; Procurement, Leasing & Property; General Admin; Personnel Admin; and, IT.</p>	-	-	See GS	See GS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>GS: General Schedule</p> <p>The Commissioner General Records Retention Schedule and General Administrative Records Retention Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the General Administrative Records Retention Schedule or the Commissioner General Schedule.</p>
2	<p>Subject & Correspondence Files:</p> <p>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>	C	-	P	-		<p>C=Until obsolete, superceded or administrative need is met.</p> <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>
3	<p>Construction Project Files:</p> <p>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	-	-	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>

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4	<p>Construction Drawings & As-Builts:</p> <p>This series consists of completed as-built plans for facilities constructed on State-owned land.</p> <p>Arranged by project number.</p>	C+10	-	-	C+10	X	C=Until the State no longer has a legal interest in the property.
5	<p>Real Estate Records (For Properties Having No Suspected Contamination):</p> <p>Real Property Records (For Properties With Known Or Suspected Contamination):</p> <p>Includes permits, titles, correspondence, and backup documentation regarding real property owned, leased, or administered by the Department.</p>	C+10 C+30	- -	- -	C+10 C+30	X	C=Until State no longer has an interest in the property. 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.