



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: 90802

Agency ID #: 316

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DEPARTMENT OF MILITARY & VETERANS AFFAIRS

COMMUNICATIONS 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 indicated all records series are nonconfidential. This records schedule supercedes #090801.

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

The Department of Military & Veterans Affairs provides: military forces to accomplish military missions in the state or around the world; homeland security and defense; emergency response; and, youth military training and education.

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 <b>McHugh Pierre</b>	State Archivist <i>Glenn Cook</i>	Date 5/11/09	Attorney General <i>Craig J. Tilley</i>	Date 4/23/09
Signature of Division Director/Designee <i>Glenn Cook</i>	Date 3/16/09	Records Analyst <i>D. Dawson</i>	Date 3/11/09	Commissioner of Administration <i>Ken Jensen</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><b>COMMUNICATIONS OFFICE RECORDS</b> [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 &amp; 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><b>Press Releases:</b></p> <p>This series consists of all Department of Military &amp; Veteran's Affairs press releases.</p> <p>Arranged chronologically.</p>	5	-	P	-		<p>Annual accrual rate is less than .5 cubic foot.</p> <p>Refer to the Commissioner General Records Retention Schedule, Item 21, Department History Files.</p>
3	<p><b>Clipping Files:</b></p> <p>This series consists of clippings related to Department functions compiled either by a clipping service or inhouse.</p> <p>Arranged chronologically.</p>	5	-	P	-		<p>Annual accrual rate is less than .5 cubic foot.</p> <p>Refer to the Commissioner General Records Retention Schedule, Item 21, Department History Files.</p>

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>Speech File:</b></p> <p>This series consists of speech scripts delivered by Communications Director and Commissioner staff.</p> <p>Arranged chronologically.</p>	5	-	P	-		<p>Annual accrual rate is less than .25 cubic foot.</p> <p>Refer to the Commissioner General Records Retention Schedule, Item 21, Department History Files.</p>