



DEPARTMENT OF EDUCATION
 Division of Libraries, Archives & Museums
 Archives and Records Management Services
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STATE OF ALASKA
 RECORDS RETENTION SCHEDULE

Schedule Number: ~~91201~~ **91202**
 Agency Id: 315
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DEPARTMENT OF MILITARY & VETERANS AFFAIRS	A - Audit	P - Permanent
DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT	C - Active - as defined in Remarks column	M - After Microfilming
PO Box 5750	CY - Current Year	Numerals - Years in Addition to Current Year
Fort Richardson AK 99505-5750	CFY - Current Fiscal Year	TO - Term of Office

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

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

Unless otherwise indicated all records series are nonconfidential. This records schedule supercedes #91201.

Statutory/Regulatory Authority: AS 26.20; AS 26.23, Administrative Order #203 and applicable parts of Title 46, and Administrative Order 170. The mission of the Division of Homeland Security & Emergency Management is to protect lives and property from terrorism and all other hazards and provide rapid recovery from all disaster events.

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, the records listed below are approved for retention and disposition as indicated.

Typed Name of Division Director	State Archivist	Date	Attorney General Acting Deputy	Date
John Madden, Director	<i>Christopher Hill</i>	8-11-10	<i>Dyde E. Laska</i>	7-2-10
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>John W. Madden</i>	<i>Christopher Hill</i>	6-29-2010	<i>W. J. ...</i>	7/28/10

RECORDS RETENTION SCHEDULE CONTINUATION

Schedule Number ~~91201~~ **91202**

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		Retention		Disposition			Agency ID: 315
Item No.	Records Series and Description (Item # from General Administrative Records Retention Schedule)	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	FILES MAINTENANCE & DISPOSITION						C = Until obsolete, superceded or administrative/management need is met.
1.1	Files Maintenance & Disposition	CFY+3	-	-	CFY+3		
1.2	Office Administration	CFY+3	-	-	CFY+3		
1.2.4	Memorandums	C	-	-	C		
1.2.7	Division Policies (Active)	C	-	-	C		
1.2.7.1	Division Policies (InActive)	CFY+6	-	-	CFY+6		
1.2.9	Delegations of Authority (Active)	C	-	-	C		
1.2.12	Audits	C	-	-	C		
1.2.13	Site Monitorings	C	-	-	C		
1.2.14	Agreements – MOU/MOA (Active)	C	-	-	C		
1.1.14.1	Agreements – MOU/MOA (InActive)	CFY+6	-	-	CFY+6		
1.2.20	DHS&EM Briefings	C	-	-	C		
1.3	Administration/Government	CFY+3	-	-	CFY+3		
1.4	Finance	CFY+6	-	-	CFY+6		
1.5	Purchasing and Contracting	CFY+6	-	-	CFY+6		
1.6	Grants	GCO+6	-	-	GCO+6		GCO = Grant Close Out.
1.7	Personnel Files	CFY+3	-	-	CFY+3		
1.7.2	Timesheets & Leave Slips	CFY+6	-	-	CFY+6		
1.7.3	Individual Personnel Files	CFY+1	-	-	CFY+1		
1.7.4	Recruitment & Emergency Hires/Extensions	CFY+2	-	-	CFY+2		

RECORDS RETENTION SCHEDULE CONTINUATION

Schedule Number ~~9101~~ 91202

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Item No.	Records Series and Description <small>(Item # from General Administrative Records Retention Schedule)</small>	Retention		Disposition			Agency ID: 315	Remarks
		Office	Records Center	State Archives	Destroy	Vital Record		
2	DISASTER. State of AK Disasters. Files may contain disaster project applications, i.e., disaster declaration, general documentation, appropriation and management of budget, damage survey reports (DSR), final inspection, <u>Individual and Family Grants (IFG) (SEE REMARKS)</u> ; State Public Assistance; Hazard Mitigation Plan, Temporary Housing; Denied Disaster Requests; After Action Reviews/Reports; Disaster Infrastructures, etc.	DCO+6	-	-	DCO+6		DCO = Disaster Close Out CONFIDENTIAL PRIVACY ACT STATEMENT AUTHORITY: The authority to collect this information is derived from the DISASTER RELIEF ACT OF 1974, Title 42 United States Code, Sections 5121(b) (3), et. seq. and Executive Order 12148. IN ACCORDANCE WITH ARTICLE I SECTION 22, AK STATE CONSTITUTION.	
3	OPERATIONS	CFY+3	-	-	CFY+3			
4	PREPAREDNESS							
4.1	Training and Exercises	CFY+3	-	-	CFY+3	-		
4.2	State Emergency Response Commission	CFY+5	-	P	-	-		
4.3	Local Emergency Planning Committee	CFY+3	-	-	CFY+3	-		
5	PLANS	C	-	-	C		C = Until obsolete, superceded or administrative/management need is met.	

Item Number	Records Series and Description	Retention		Disposition			Remarks
		Office	Record Center	State Archives	Destroy	Vital Records	
1	PROGRAM SUPPORT						
1.1	FILES MAINTENANCE & DISPOSITION						
1.1.1	General Correspondence	CFY+3					
1.1.2	Retention Schedule	C					
1.1.3	Reading Files	CFY+3					
1.2	OFFICE ADMINISTRATION						
1.2.1	General Correspondence	CFY+3					
1.2.2	General Informational / Press Releases	CFY+3					
1.2.3	Letters	CFY+3					
1.2.4	Memorandums	C					Carry Forward until Superseded
1.2.5	Organization Charts (ACTIVE)	CFY+3					
1.2.6	Organization Charts (INACTIVE)	CFY+3					
1.2.7	Division Policies (ACTIVE)	C					Carry Forward until Superseded
1.2.7.1	Division Policies (INACTIVE)	CFY+6					
1.2.8	Standard Operating Procedures	CFY+3					
1.2.9	Delegations of Authority (ACTIVE)	C					Carry Forward until Superseded
1.2.10	Delegations of Authority (INACTIVE)	CFY+3					
1.2.11	Legislative Contact Information	CFY+3					
1.2.12	Audits	C					
1.2.13	Site Monitorings	C					
1.2.14	Agreements - MOU/MOA (ACTIVE)	C					Carry Forward until Superseded
1.2.14.1	Agreements - MOU/MOA (INACTIVE)	CFY+6					
1.2.15	Administrative Orders	CFY+3					
1.2.16	Mailing Services	CFY+3					
1.2.17	U.S. Postal Service (NeoPost)	CFY+3					
1.2.18	FedEx	CFY+3					
1.2.19	UPS	CFY+3					
1.2.20	DHS&EM Briefings	C					
1.2.21	Notary	CFY+3					
1.2.22	RACES (AK-Pacific EMR Preparedness Net)	CFY+3					
1.3	ADMINISTRATION/GOVERNMENT						
1.3.1	General Correspondence	CFY+3					

Item Number	Records Series and Description	Retention		Disposition			Remarks
		Office	Record Center	State Archives	Destroy	Vital Records	
1.3.2	Dept. of Admin	CFY+3					
1.3.3	Dept. of Comm. & Econ. Develop.	CFY+3					
1.3.4	Dept. of Corrections	CFY+3					
1.3.5	Dept. of Educ. & Early Develop.	CFY+3					
1.3.6	Dept. of Env. Conserv.	CFY+3					
1.3.7	Dept. of Fish & Game	CFY+3					
1.3.8	Dept. of Health & Social Serv.	CFY+3					
1.3.9	Dept. of Labor & Workforce Develop.	CFY+3					
1.3.10	Dept. of Law	CFY+3					
1.3.11	Dept. of Military & Veterans Affairs	CFY+3					
1.3.12	Dept. of Natural Resources	CFY+3					
1.3.13	Dept. of Public Safety	CFY+3					
1.3.14	Dept. of Revenue	CFY+3					
1.3.15	Dept. of Trans. & Public Facilities	CFY+3					
1.3.16	Alaska Court System	CFY+3					
1.3.17	University of Alaska	CFY+3					
1.3.18	Office of the Governor	CFY+3					
1.3.19	Legislative Correspondence (State)	CFY+3					
1.3.20	National Emer. Management Association	CFY+3					
1.3.21	Pacific Caucus Correspondence	CFY+3					
1.3.22	Federal Emergency Management Agency (FEMA)	CFY+3					
1.4	FINANCE						
1.4.1	General Correspondence	CFY+6					
1.4.2	State Budget	CFY+6					
1.4.3	Financial Summary	CFY+6					
1.4.4	Capital Improvement Projects (CIP)	CFY+6					
1.4.5	Federal Budget (CA)	CFY+6					
1.4.6	RSAs	CFY+6					
1.4.7	Cost Allocation Plan	CFY+6					
1.5	PURCHASING AND CONTRACTING						
1.5.1	General Correspondence	CFY+6					
1.5.2	Violation Reports	CFY+6					

Item Number	Records Series and Description	Retention		Disposition			Remarks
		Office	Record Center	State Archives	Destroy	Vital Records	
1.5.3	Contracts	CFY+6					
1.5.4	Requests for Quotes/Bids	CFY+6					
1.5.5	Requisition Forms (PO/DOs)	CFY+6					
1.5.6	Inventory (Located at Logistics Office)	CFY+6					
1.5.7	Hand Receipts	CFY+6					
1.5.8	Travel Authorizations	CFY+6					
1.6	GRANTS						
1.6.1	General Correspondence	GCO+6					
1.6.2	State Homeland Security Strategy (SHSS)	GCO+6					
1.6.3	State Preparedness Report (SPR)	GCO+6					
1.6.4	Bi-annual Strategy Implementation Report (BSIR)	GCO+6					
1.6.5	Grant Monitoring Reports	GCO+6					
1.6.6	Equipment Inventory Reports	GCO+6					
1.6.7	Grant Close-Out Reports	GCO+6					
1.6.8	Local Emergency Planning Grant (LEPC)	GCO+6					
1.6.9	Federal Emergency Management Grant (EMPG)	GCO+6					
1.6.10	Homeland Security Grant Program (HSGP)	GCO+6					
1.6.11	Hazardous Materials Emergency Plan (HMEP)	GCO+6					
1.6.12	Interoperable Emergency Communications Grant Program (IECGP)	GCO+6					
1.6.13	Buffer Zone Protection Program (BZPP)	GCO+6					
1.6.14	Transit Security Grant Program (TSGP)	GCO+6					
1.6.15	Operation Stonegarden Grant Program (OPSG)	GCO+6					
1.6.16	PreDisaster Mitigation - PDM	GCO+6					
1.6.17	Public Safety Interoperable Communications Grant Program (PSIC)	GCO+6					
1.6.18	Emergency Operations Center (EOC)	GCO+6					
1.6.19	National Oceanic and Atmospheric Administration (NOAA)	GCO+6					
1.6.20	Earthquake Hazards Reduction State Assistance Program (EHRSA)	GCO+6					

Item Number	Records Series and Description	Retention		Disposition			Remarks
		Office	Record Center	State Archives	Destroy	Vital Records	
1.7	PERSONNEL FILES						
1.7.1	General Correspondence	CFY+3					
1.7.2	Timesheets & Leave Slips	CFY+6					
1.7.3	Individual Personnel Files	CFY+1					
1.7.5	Recruitment & Emergency Hires/Extensions	CFY+2					
1.9	FREEDOM OF INFORMATION ACT REQUEST (FOIA)	CFY+3					
2	DISASTER ASSISTANCE						
2.1	Response	DCO+6					
2.2	Public Assistance	DCO+6					
2.3	Individual Assistance	DCO+6					
2.4	Hazard Mitigation	DCO+6					
3	OPERATIONS						
3.1	River Watch	CFY+3					
3.2	Fall Sea Storms	CFY+3					
3.3	Community Files	CFY+3					
3.4	Emergency Events	CFY+3					
3.5	All Hazards IMT	CFY+3					
3.6	EAS Plan	CFY+3					
3.7	Secure Telephones	CFY+3					
4	PREPAREDNESS						
4.1	TRAINING AND EXERCISES						
4.1.1	General Correspondence	CFY+3					
4.1.2	Community Exercise Reports	CFY+3					
4.1.3	Individual Training Records	CFY+3					
4.1.4	National Incident Management System (NIMS)	CFY+3					
4.1.5	Exercise After Action Reports	CFY+3					
4.2	STATE EMERG. RESPONSE COMMISSION						
4.2.1	General Correspondence	CFY+5		P			
4.2.2	Membership	CFY+5		P			
4.2.3	Ethics Report	CFY+5		P			

Item Number	Records Series and Description	Retention		Disposition			Remarks
		Office	Record Center	State Archives	Destroy	Vital Records	
4.2.4	Meeting Agenda/Minutes (by month)	CFY+5		P			
4.3	LOCAL EMERGENCY PLANNING COMMITTEE						
4.3.1	General Correspondence	CFY+3					
4.3.2	Meeting Agenda/Minutes (by month)	CFY+3					
4.3.3	Membership	CFY+3					
4.3.4	LEPC Association	CFY+3					
4.3.5	Statewide Hazmat Working Group	CFY+3					
5	PLANS						
5.1	State Emergency Operations Plan (EOP)	C					
5.2	Continuity of Operations Planning (COOP)	C					
5.3	Local Community Plans	C					
5.4	Homeland Security	C					
5.5	Hazardous Mitigation Plan	C					