



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 91800

Agency ID #: 672

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF MILITARY & VETERAN'S AFFAIRS

OFFICE OF VETERAN'S AFFAIRS

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 series are nonconfidential. This is an entirely new records schedule.

Statutory Authority: AS 26; AS 44.35.

The mission of the Office of Veteran's Affairs is to develop and sustain a comprehensive statewide Veterans Advocacy program. Core services include the following: Veteran's Benefits Advocate, Veteran's Health Care Advocate, and State Veteran's Home.

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	State Archivist		Date	Attorney General	Date
Jerry Beale, OVA Administrator	D. Dawson for		6/22/09	Craig J. Tilley	6/9/09
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
Jerry Beale	2009 March	D. Dawson	5/11/09	Bie Weber	6-16-09

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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:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Office of Veteran's Affairs staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General 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 GRS.</p>
2	<p>DD Form 214 (Armed Forces Report of Separation Form):</p> <p>The Department of Defense transmits "copy 6" of the Certificate of Release or Discharge from Active Duty to the OVA. The Report of Separation contains information normally needed to verify military service for benefits, retirement, employment, and membership in veterans' organizations and may include: date/place of entry into active duty; home address at time of entry/after separation; date/place of release from active duty; last duty assignment/rank; military job specialty/education; decorations, medals, badges, citations, and campaign awards; total creditable service.</p>	50	-	-	50		<p>Arranged alphabetically. Total Volume: 18 lineal feet.</p> <p>Justification for 50-year Retention: Administrative Need at request of Agency & the Department of Law.</p>
3	<p>Governor's Veteran's Advocacy Award Records:</p> <p>This records series documents individuals who demonstrate an extraordinary personal concern, compassion, and commitment to veterans causes, veterans, and their families. Nominations must be received by August 1 of each year. Awards are presented on Veteran's Day, November 11.</p> <p>Arranged alphabetically by year.</p>	5	-	-	5		

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Veteran's Landmark Property Applications:</p> <p>The Military & Veteran's Landmark Property Program formally recognize memorials around the state built to honor the military and veterans of the armed forces. Information includes: monument/memorial name, location, description, purpose, inscription and other data.</p> <p>Arranged alphabetically applicant name.</p>	5	-	-	5		