



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: 560 Schedule No: 04-560.1

DEPARTMENT OF REVENUE
 PERMANENT FUND DIVIDEND (PFD) DIVISION
 560 - DIRECTOR'S OFFICE

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are confidential under 15 AAC 23.253. This records schedule supersedes #44002.

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
	*	6/18/09
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	6/23/09	*
State Archivist	Date	Records Analyst
*	7/10/09	*
		6/18/09

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Criminal Investigation Case Files This series documents investigations into criminal actions involving the Division. Includes both prosecuted and non-prosecuted cases. Cases are prosecuted by the Department of Law, Criminal Division.</p> <p>Arranged by case number.</p>		C+3		<p>C = After case is closed.</p> <p>There is one investigator located in Anchorage and one in Juneau.</p> <p>Office of Record is the Department of Law.</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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