



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: 108 Schedule No: 04-108.1

DEPARTMENT OF REVENUE
 TAX DIVISION
 108 - 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 are confidential under AS 43.05.230. This records schedule supersedes #043304.

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
	*		8/22/04
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	9/3/04	*	
State Archivist	Date	Records Analyst	Date
*	9/16/04	*	8/13/04

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Special Projects The series consists of correspondence and information related to the division's special projects.</p> <p>Arranged alphabetically by subject.</p>		C+3*		<p>C = Until project is concluded or administrative need is met.</p> <p>* = Submit file titles for archival review (AR) prior to disposition.</p> <p>Refer to the General Administrative Records Retention Schedule, Item 62 (General Correspondence) for documents relating to the administration and operation of the agency.</p>
<p>002 - Shared Taxes Records Includes spreadsheets, reports, cost charge computations for six different tax types including: Fisheries Business, Fisheries Resource Landing Tax, Aviation, Liquor, Amusements and Gaming, Electric and Telephone.</p> <p>Arranged alphabetically by type of tax.</p>		6		

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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