



**STATE OF ALASKA
DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT**

DIVISION OF LIBRARIES, ARCHIVES & MUSEUM
ALASKA STATE ARCHIVES | RECORDS AND INFORMATION MANAGEMENT

PO BOX 110571, Juneau, AK 99811-0571
Phone: (907) 465-2270
rims@alaska.gov

LONG TERM EMAIL FOLDER REQUEST

Instructions: fill out this form to request a Long-Term Email folder. Return the signed form to Records and Information Management at rims@alaska.gov.

I hereby request the following Long-Term Email Folder:

- 25 year
- 50 year
- Permanent

Records Retention Schedule Number	Record Series Number	Record Series Title

I certify that I am the creator of these long-term documents or am required to administer them as per the above referenced schedule.

Name	Job Title	Date

DEPARTMENTAL APPROVAL

Director Name:	Signature & Date:
Records Officer Name:	Signature & Date:

Your agency records officer will transmit the signed form to Records and Information Management at rims@alaska.gov. Following approval, the requested folder(s) will be visible to the user in Enterprise Vault.

Access agency records retention schedules and general administrative records retention schedules are available on the Records and Information Management [homepage](#).

For RIMS Use Only

This User has been added to appropriate group and document filed.

Filed by:	Date:
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