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
395 Whittier Street, Juneau, AK 99801-1718
Phone: (907) 465-2317 or (907) 465-2276
rims@alaska.gov

	RECORDS DISPOSITION AUTHORIZATION NUMBER (IF APPLICABLE)

RECORDS DISPOSITION AUTHORIZATION
(UNSCHEDULED RECORDS ONLY)

Page 1 of

1. DEPARTMENT	2. DEPT. NO.	3. DIVISION	4. AGENCY NAME	5. AGENCY ID NO.

6. LOCATION OF RECORDS (STREET ADDRESS)	7. CONTACT PERSON	8. CONTACT PERSON PHONE NO.

9. The records described below are authorized for destruction under AS 40.21.030(b)(10).

These records:
☐ Are not covered by any current, approved records retention and disposition schedule(s) and;
☐ Have no further administrative, legal, fiscal, or audit values for this agency.

10. CONFIDENTIALITY RESTRICTIONS

Are there confidentiality restrictions require special handling for the destruction of these records?
☐ NO ☐ YES

If yes, cite law or regulation which places confidentiality restrictions on these records:
☐ SOA Constitution Article 1, Section 22 ☐ Other (please state):

11. RECORDS SERIES DESCRIPTION (Brief description of what these records are)	12. INCLUSIVE DATES

13. METHOD OF DESTRUCTION

Choose One:

☐ Vital Records Control ☐ In-house
☐ AAA Archives ☐ Other (please state):
☐ REACH, Inc.

14. NUMBER OF BOXES

15. APPROVALS

	RECORDS OFFICER	DATE

DIVISION DIRECTOR	DATE	COMMISSIONER OF ADMINISTRATION	DATE

ATTORNEY GENERAL	DATE	STATE ARCHIVIST	DATE

RECORDS DISPOSITION AUTHORIZATION CONTINUATION	Agency ID	RDA No.	Page 2 of
11. **Records Series Description** (Brief description of what these records are)			**12.** **Inclusive Dates**
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11. Records Series Description (Brief description of what these records are)	12. Inclusive Dates

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11. **Records Series Description** (Brief description of what these records are)	12. **Inclusive Dates**

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RECORDS DISPOSITION AUTHORIZATION CONTINUATION	Agency ID	RDA No.	Page 5 of
11. **Records Series Description** (Brief description of what these records are)			12. **Inclusive Dates**

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