



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 28      Schedule No: 02-28.1**

DEPARTMENT OF ADMINISTRATION  
 28 - DIVISION OF ADMINISTRATIVE SERVICES

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

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #25504.

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 <i>Original signature held on file.</i>	Date 2/24/2009
Attorney General/Designee <i>Original signature held on file.</i>	Date 3/6/2009	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 3/20/2009
State Archivist <i>Original signature held on file.</i>	Date 3/26/2009	Records Analyst <i>Original signature held on file.</i> Date 2/20/2009

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001 - Office Space Files</b> May include blueprints, correspondence, and backup regarding space contracts or leases.		C+3		C = Until contract or lease expires.  Record copy of leases maintained by Division of General Services.

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"><b>Retention Key</b></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"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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