



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: 33 Schedule No: 02-33.1

DEPARTMENT OF ADMINISTRATION
 DIVISION OF PERSONNEL AND LABOR RELATIONS
 33 - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

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 noted all records series are nonconfidential. This schedule supersedes #21401.

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 11/28/2011
Attorney General/Designee <i>Original signature held on file.</i>	Date 10/19/2011	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 11/30/2011	Records Analyst <i>Original signature held on file.</i>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Federal EEO-4 Reports This federally mandated report is formally known as the State and Local Government Report and is submitted in odd-numbered years to the federal Equal Employment Opportunity Commission. The report contains workforce data about gender and race/ethnicity by job group and salary range.</p>	H & E	10	Y	These reports are maintained in the Division of Personnel & Labor Relations Employee Records Information Center (DOP&LR EPIC).
<p>002 - Statutory Reports Reports required by AS 39.28, which include EEO/AA plans and compliance and progress reports such as the annual Executive Branch Affirmative Action Plan and Progress Report on Equal Employment Opportunity and Affirmative Action in Alaska State Government.</p>	H & E	PA	Y	The annual Executive Branch Affirmative Action Plan and Progress Report on Equal Employment Opportunity and Affirmative Action in Alaska State Government are distributed to the Office of Governor, State departments, Legislature, and the Alaska State Library. They are also available online at the Division of Personnel and Labor Relations webpage.
<p>003 - Complaint Case Files This series consists of EEO complaint files for the executive branch. Complaints are filed by current, former or prospective employees directly with the EEO Program or via enforcement agencies. Files may contain investigative records, determinations, hearing records, conciliation agreements, recordings, and photographs. Arranged alphabetically by complainant last name.</p>	H & E	C+7		C = Until case is closed. Confidential under AS 39.28.060 or AS 39.25.080.

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>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>004 - Program Management Files This series consists of records of inquiry (IRs) and consultation and project files. IRs document inquiries to the EEO Program by mail, phone, e-mail, and in person.</p> <p>Consultation and project files may include technical assistance documentation, case reports, outreach records, EEO related policy projects, or correspondence with enforcement agencies or other organizations concerning EEO.</p> <p>IRs arranged by month/year. Consultation and project files maintained alphabetically by subject.</p>	H & E	C+3		<p>C = Until matter is completed, resolved, or administrative need is met.</p> <p>Select records may be confidential under AS 39.28.060 or AS 39.25.080</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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