



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: 47 Schedule No: 02-47.1

DEPARTMENT OF ADMINISTRATION
 DIVISION OF GENERAL SERVICES
 47 - CENTRAL MAIL & FORMS MANAGEMENT

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 #22604.

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 10/19/2011
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 11/18/2011	Records Analyst <i>Original signature held on file.</i>
		Date 11/18/2011

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Warrant Records This series documents the authorization and issuance of warrants that Central Mailroom processes and distributes for the Division of Finance. Includes record of warrants examined and Authorization To Release Warrants [Form 02-450].</p> <p>Arranged chronologically.</p>	H	T		<p>T = Transfer to the Division of Finance.</p> <p>Official Record Copy is administered by the Division of Finance.</p>
<p>002 - Forms Stock Release Consists of a reference file of agency forms requests. Includes copy of Division generated invoice. The forms are assigned a sequential number upon receipt.</p> <p>Arranged by department and then by ascending invoice number.</p>	H	C		<p>C = Until administrative need is met.</p> <p>Official Record Copy is administered by General Services, Accounting, which issues the invoices.</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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