



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: 49      Schedule No: 02-49.1**

DEPARTMENT OF ADMINISTRATION  
 DIVISION OF GENERAL SERVICES  
 49 - PROPERTY MANAGEMENT SECTION

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.

All records series are nonconfidential. This schedule supersedes #22506.

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 11/7/2011
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> Date 11/1/2011
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
<b>001 - Property Control System Reports</b> Reports output from the Property Control System (item #013) include listings by department, division, region, custodian, tag number, location, property class, audit track and fund.	H & E	C		C = Until obsolete, superseded or administrative need is met.  Hardcopy reports are distributed to departments.
<b>002 - Inter-departmental Property Transfers [02-622]</b> This series consists of excess property reports.  Arranged by department and then by document number.	H	C+5		C = Date of transfer.
<b>003 - Surplus Property Sale Records</b> This series includes bids submitted, bidder lists, notice of award, notice of bid rejection, receipts for sold property, sale abstracts, recap sheet, and journal entries. Also includes documentation regarding sealed bid sales, outcry auctions and negotiated sales.  Arranged by sale number.	H	C+5		C = Date of sale.
<b>004 - Purchase Solicitation Files</b> This records series consists of solicitations, requests for bids and responses, notice of award and correspondence.  Arranged by solicitation number.	H	C+5		C = Date of award.
<b>005 - Property Destruction Authorizations &amp; Certificates [02-610]</b> Arranged by document number.	H	C+5		C = Date of authorization.
<b>006 - Lost/Stolen/Damaged Property Reports [02-627]</b> This form documents property no longer in the custody of state agencies.  Arranged by document number.	H	C+5		C = Date of report.

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> A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)  PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	<p align="center"><b>Format Key</b></p> H = Hardcopy E = Electronic D = Database M = Microform	<p align="center"><b>Bus. Ess = Business Essential</b></p> 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>007 - Notice of Excess Building [02-657]</b>                      This form documents building ownership relinquishment from one agency to another agency, from acquisition to disposal.</p> <p>Arranged by sale number.</p>	E	C+10		<p>C = Date of Notice.</p> <p>Justification for 10-year Retention:                      AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property ownership. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Properties with known or suspected contamination may need to be maintained longer than ten years, under advice from the Attorney General's Office.</p>
<p><b>008 - Federal Property Acquisitions Standard Form (SF) 123</b>                      This federal form tracks each piece of federal property, from acquisition to disposal.</p> <p>Arranged by Property Management assigned number.</p>	H & E	C+5		<p>C = Date of Acquisition.</p>
<p><b>009 - Federal Property Eligibility Files</b>                      Records series consists of correspondence, eligibility certifications and renewals, and copies of distribution documents.</p> <p>Arranged alphabetically by agency.</p>	H	C+4		<p>C = Until termination of eligibility or withdrawal from program.</p> <p>41 CFR 101.44 (Donation of Surplus Personal Property).</p>
<p><b>010 - Federal Property Receipt &amp; Distribution/Title Documentation</b>                      This series consists of distribution document and invoice.</p> <p>Arranged by document number.</p>	H	C+5		<p>C = Date of Receipt.</p> <p>41 CFR 101.44 (Donation of Surplus Personal Property).</p>

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<p><b>011 - Property Control System</b>                      This information system permits coordination and oversight of all state-owned fixed and moveable property and is utilized by all Property Management Officers and Custodians. Data from the following forms are entered: TAR, 02-622; LSD, 02-627; PSD, 02-610; Notice of Excess Building, 02-656; Receiving Report &amp; Property Control Data Collection, 02-623; Property Receipt, 02-657; Controlled Property Inventory, 02-658.</p>	D	C+5	Y	<p>C = Until the state no longer has an interest in the property.</p> <p>TAR = Inter-departmental Property Transfer Authorization &amp; Report</p> <p>LSD = Lost-Stolen-Damaged Property Review</p> <p>PSD = Property Salvage/Destruction Request</p>

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