



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 50      Schedule No: 02-50.1**

DEPARTMENT OF ADMINISTRATION  
 DIVISION OF GENERAL SERVICES  
 50 - DIRECTOR'S OFFICE

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 #22105.

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Bid Protest &amp; Appeals Files</b>                      Records series includes all procurement protests, contracting officer decisions, appeals, appeal decisions, and court appeals and decisions.</p> <p>Arranged chronologically.</p>	H	C+6		<p>C = Until final decision is made.</p> <p>Copies of the Bid Protest files are not located in the Closed Formal/Informal Bid Files, in the Purchasing Section's Records Retention Schedule.</p>
<p><b>002 - Purchasing Violations</b>                      Records series documents procurement violations and consists of report from the violating Department explaining nature of violation and Department's action. Includes General Services' response to violating Department regarding proper remedy.</p> <p>Arranged chronologically.</p>	H	C+3		<p>C = Resolution of violation.</p>
<p><b>003 - Parking Files</b>                      This records series documents the issuance of parking paper/plastic tags to State of Alaska employees. Consists of control sheet capturing personal data and tags (unused, expired, obsolete).</p> <p>Control sheets arranged alphabetically by name.</p>	H & D	C		<p>C = Until tag expires or employee is no longer employed by the state, whichever comes first.</p> <p>Nearly all information from the control sheet is entered into the Vehicle Permit Enforcement Tracking System (MS Access) including: employee number, full name, work address, phone number, contact code &amp; department.</p> <p>Temporary tags are issued on card stock.</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><b>Retention Key</b></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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><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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