



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: 51      Schedule No: 02-51.1**

DEPARTMENT OF ADMINISTRATION  
 ENTERPRISE TECHNOLOGY SERVICES  
 51 - ADMINISTRATION & CUSTOMER 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 noted all records series are nonconfidential. This schedule supersedes #25601.

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 3/1/1999
Attorney General/Designee <i>Original signature held on file.</i>	Date 3/16/1999	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 3/4/1999
State Archivist <i>Original signature held on file.</i>	Date 3/17/1999	Records Analyst <i>Original signature held on file.</i> Date 1/11/1999

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Professional Services Contracts</b>                      The ITG partners with private sector providers to provide a variety of temporary data processing and telecommunications services on an as-needed basis, and; to develop significant public/private relationships in information technology projects. Expertise is sought for five technology groups: Mainframe Application Support, Data Center Support, Telecommunicaitons Support, Distributed Computing Support, Electronic Imaging Management Support. Current contractors include: GCI., Wostmann &amp; Associates, Inc., TAG, SAIC and Microage. Arranged alphabetically by name.</p>		C+6		C = Until contract expires.  GCI = General Communications, Inc.  SAIC = Science Applications International Corporation  TAG = Tag-DataFlow/Alaska.  Per AS 09.10.053 the statute of limitation on contract is 3 years.
<p><b>002 - Y2K (Year 2000) Project Records</b>                      Each State agency is responsible for certifying Y2K compliance for all hardware, software and process control systems and; for documenting and reporting successful completion to the TIC. Agency reports submitted include: status of hardware, operating systems, applications and data for mainframe, midrange and desktop systems; telecommunications systems; interfaces (incoming/outgoing); top five applications. System inventories, documentation of corrected system problems and contingency plans may be included.</p>		PA		
<p><b>003 - Special Projects</b>                      Includes correspondence, copies of legislation, reports, copies of meeting minutes etc... Examples of special projects include: Satellite Interconnect Project, TIC/UA/Gartner Learning Project, Division of Motor Vehicle/Electronic Commerce, Video Conferencing, Electronic Signatures and Enterprise Email.</p>		PA		Records transferred to the State Archives will be sampled, unless transferring authority recommends otherwise.  Annual accrual rate is approximately three cubic feet.

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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>004 - Computer Backup Tapes and Documentation File</b>                      This series consists of backup tapes and may include: program/system documentation; application software licenses/agreements; data systems and file specifications; security information; disaster recovery procedures; user guides; usage/inventory reports; backup procedures and Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the ITG's internet site.</p>		C	Y	<p>C = Until documentation is obsolete, superseded or administrative/management need is met.</p> <p>Tapes are rotated according to established ITG procedures.</p>
<p><b>005 - Property Control Files</b>                      Agency copies of controlled property management reports, property tag register, excess property reports, property transfer documents, and related correspondence.</p>		3 or A		<p>Maintain reports on any federally funded property until audit is completed.</p> <p>Office of Record is Division of General Services.</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.

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