



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 56 Schedule No: 02-56.1

DEPARTMENT OF ADMINISTRATION
 DIVISION OF PERSONNEL AND LABOR RELATIONS
 56 - TRAINING & DEVELOPMENT

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 #25104.

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 10/21/2002
Attorney General/Designee <i>Original signature held on file.</i>	Date 12/20/2002	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 12/27/2002
State Archivist <i>Original signature held on file.</i>	Date 1/6/2003	Records Analyst <i>Original signature held on file.</i> Date 11/8/2002

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Training Course Files This series consists of registration forms, schedules with course information, course evaluations from participants, correspondence and rosters.</p> <p>Arranged chronologically.</p>		3		Registration forms also serve a procurement function.
<p>002 - Course Development Files Course materials including audio/visual products, training aides, research materials, computer diskettes, correspondence, etc. related to the development and/or presentation of training courses.</p> <p>Arranged alphabetically by course name.</p>		C		<p>C = Until course becomes obsolete, is no longer offered and all administrative/management need is met.</p> <p>Currently the section administers approximately 15 training courses.</p> <p>Training Course Booklets may be needed for arbitration hearings.</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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