



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 58 Schedule No: 02-58.1

DEPARTMENT OF ADMINISTRATION
 DIVISION OF PERSONNEL AND LABOR RELATIONS
 58 - EMPLOYEE PROGRAMS

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 confidential under AS 39.25.080 and 2 AAC 07.910 (c). This schedule supersedes #20607.

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 1/28/2003
Attorney General/Designee <i>Original signature held on file.</i>	Date 3/4/2003	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 5/7/2003
State Archivist <i>Original signature held on file.</i>	Date 5/9/2003	Records Analyst <i>Original signature held on file.</i> Date 1/23/2002

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Applications for Employment [Form 02-250] This series consists of the State of Alaska Employment Application received in the mail or by fax for those applicants that do not have access to a computer and cannot apply online via Workplace Alaska. May include correspondence between the Division and the applicant relating to qualifications and/or experience.</p> <p>Arranged alphabetically by applicant name.</p>		C		<p>C = Until information is entered by division staff into Workplace Alaska.</p> <p>Hiring agency is responsible for administering Record Copy.</p>
<p>002 - Test Answer Sheets (Airport Safety Officer Only) Test and results completed by applicant.</p> <p>Arranged by examination location.</p>		T		<p>T = After two years the test answer sheets are sent to the Department of Transportation and Public Facilities, Division of Administrative Services.</p>
<p>003 - Test Rosters (Airport Safety Officer Only) Listings of applicants scheduled for testing.</p> <p>Arranged chronologically.</p>		2		
<p>004.1 - Individual Personnel Files - Classified, Partially Exempt & Nonpermanent (Originals) Records series consists of the official state personnel record and may include: applications, resumes, personnel actions, performance evaluations and training records. Per 8 AAC 85.020 date of hire, rehire documentation and date/cause of termination or suspension included.</p> <p>Arranged by employee name.</p>		M	Y	<p>Originals may be destroyed after microfiched. Files are microfilmed one year after termination with subsequent destruction of the original file.</p> <p>Official personnel records for exempt employees are maintained by the employing Department.</p> <p>Per 8 CFR 274a.2 a copy of the federal I-9 form (Employment Eligibility Verification) included.</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>Retention Key</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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>004.2 - Individual Personnel Files - Classified, Partially Exempt & Nonpermanent (Master Microfiche) Records series consists of the official state personnel record and may include: applications, resumes, personnel actions, performance evaluations and training records. Per 8 AAC 85.020 date of hire, rehire documentation and date/cause of termination or suspension included.</p> <p>Arranged by employee name.</p>	M	50	Y	Master microfiche is transferred to Records Management, 141 Willoughby, for offsite security storage.
<p>004.3 - Individual Personnel Files - Classified, Partially Exempt & Nonpermanent (Workcopy Microfiche) Records series consists of the official state personnel record and may include: applications, resumes, personnel actions, performance evaluations and training records. Per 8 AAC 85.020 date of hire, rehire documentation and date/cause of termination or suspension included.</p> <p>Arranged by employee name.</p>	M	50	Y	The office retains a work copy.
<p>005 - Individual Medical Files - Classified, Partially Exempt & Nonpermanent (Original) This series consists of the official medical record for State employees and may include: on-the-job accident or illness reports, medical reports, correspondence, etc.</p> <p>Arranged alphabetically by employee name.</p>		C+30	Y	C = Until employee terminates. Justification for "C+30" Retention: 29 CFR 1904 & 29 CFR 1910 Official medical records for exempt employees are maintained by the employing department.

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<p>006 - Workplace Alaska The Division of Personnel administers the state's online recruitment system which includes the following: applicant profile, job posting board, job classification specifications, instructions for system use, contact information and frequently asked questions. Layoff/rehire lists and equal employment opportunity data are also administered in this information system.</p> <p>Departmental Human Resource Managers and hiring managers are authorized to review postings and applications for individuals that have applied for specific positions.</p>		C	Y	<p>C = Until information is obsolete, superseded or administrative/management need is met.</p> <p>Hiring agency administers Record Copy.</p> <p>Backup tapes are stored offsite for security. Tapes are rotated according to Information Technology Group procedures.</p>
<p>007 - Hiring Manager System Access Forms These forms indicate which hiring managers are authorized to use Workplace Alaska and are used as confidentiality statements with regard to AS 39.25.080 & 2 AAC 07.910.</p> <p>Includes Action, Department Name/Number, Division Name, Name of Hiring Manager, Mailing Address, Telephone Number, EMail Address and Workplace Alaska Training Date. Form also signed by Departmental Human Resources Manager.</p> <p>Arranged by department.</p>		C+1		<p>C = Until person retires, separates from state service, transfers to another department or is no longer authorized to use Workplace Alaska.</p> <p>Record Copy.</p>
<p>008 - Injured Worker Files The mission of the Injured Worker Program is to re-employ people who cannot return to their former position. This records series consists of applications for program/job classes, physician release form, proof of injury, certifications, physical capacities evaluation form, and copies of letters from Worker's Compensation (originally filed in the Reading File) and the Department of Law.</p> <p>Arranged alphabetically by name.</p>		C+3		<p>C = Until date of hire, date worker rejected job offer, or date of last contact.</p> <p>After worker is eligible for placement on list, some data is input into Lotus Notes in conjunction with Workplace Alaska.</p>

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