



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: 59 Schedule No: 02-59.1

DEPARTMENT OF ADMINISTRATION
 DIVISION OF PERSONNEL AND LABOR RELATIONS
 59 - CLASSIFICATION

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are confidential under AS 39.25.080. This schedule supersedes #020704.

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 <i>Nicki Neal</i>	Signature of Division Director <i>Original signature held on file.</i>	Date 6/19/2012
Attorney General/Designee <i>Original signature held on file.</i>	Date 10/6/2012	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 8/28/2012	Records Analyst <i>Original signature held on file.</i>
		Date 8/27/2012

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Class Specifications Consists of initial class specification with implementing study memorandum, revisions, and maintenance documents.	H & E	C		C = Once a Class Specification is no longer current it is considered an Abolished Classification Specification.
002 - Abolished Classification Specifications This series consists of classification specifications for superseded job classes. Arranged alphabetically by class title.	H & E	10		Justification for 10 Year Retention: Administrative need and; might be used for arbitration, grievances or other legal cases.
003 - Classification Studies and Work Papers This series consists of correspondence with personnel staff from other states and private industry; requests for information; and relevant study notes.	H & E	C+10		C = Until study is completed. Justification for "C+10" Retention: Administrative need and might be used for arbitration, grievances or other legal cases.
004 - Nonpermanent Position Files (Classified and Partially-Exempt) This series consists of agency requests and justification for nonpermanent positions, and the Division's review and action. Arranged by PCN.	H & E	C+2		C = Until position is eliminated.
005 - Geographic Location Code Records This series consists of correspondence, work papers and backup data regarding additions or adjustments of geographic codes for the State. Arranged chronologically by date of action.	H & E	C		C = Until report is obsolete, superseded or administrative need is met.

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> 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">Format Key</p> H = Hardcopy E = Electronic D = Database M = Microform	<p align="center">Bus. Ess = Business Essential</p> 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
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