



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: 684      Schedule No: 02-684.1**

DEPARTMENT OF ADMINISTRATION  
 DIVISION OF PERSONNEL AND LABOR RELATIONS  
 684 - DENALI PEAK PERFORMANCE AWARDS BOARD

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 indicated, all records series are nonconfidential. This is a new records schedule.

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 10/8/2012	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
<b>001 - Awards Administration Records (Awards Ceremony)</b> This series includes the flyers advertising the awards ceremony, the awards ceremony program.	H	PA		
<b>002.1 - Award Nominations (Department-Level)</b> This series includes all nominations and scoring from the departmental level.	H	CY		
<b>002.2 - Award Nominations (Final Scoring)</b> This series includes the final scoring by the Board.	H	PA		
<b>003 - Photographs and Video Recordings</b> This series contains photographs and edited video recordings of the Denali Peak Performance Award winners.	H & E	PA		

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"><b>Retention Key</b></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"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><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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