



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: 75 Schedule No: 02-75.1

DEPARTMENT OF ADMINISTRATION
 75 - DIVISION OF RISK MANAGEMENT

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 schedule supersedes #20205.

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 4/17/2000
Attorney General/Designee <i>Original signature held on file.</i>	Date 5/2/2000	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 5/12/2000	Records Analyst <i>Original signature held on file.</i>
		Date 4/13/2000

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Insurance Policies & Endorsements This series includes insurance proposals, policies and endorsements, bonds, riders, correspondence, financial coding vouchers and billing information.</p> <p>Arranged within Property/Casualty and Aviation groupings and then chronologically.</p>		C+50*		<p>C = Until policy expires.</p> <p>* = Agency will review all expired policies prior to destruction to determine if additional retention is required due to pending claims or litigation.</p> <p>Annual accrual rate is less than than one cubic foot.</p>
<p>002 - Claim Files Includes correspondence to/from the Department of Law, claims adjusters, private attorneys; summary reports; payment orders and verification; pleadings and depositions; individual claim records output from the Claims Database (Item 3).</p> <p>Arranged by claim number.</p>		C+7		<p>C = Until claim is settled and all legal aspects are resolved.</p> <p>Confidential under attorney/client privilege.</p> <p>Annual accrual rate is approximately 20 cubic feet.</p>
<p>003 - Claims Database This information system consists of a total claims administration software package which includes property listings for all state buildings, agency premium adjusting features, projections, etc.</p>		C		<p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>Backups are performed and administered by the Information Technology Group.</p>
<p>004 - Special Projects Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc.</p>		PA		<p>Records transferred to the State Archives will be sampled, unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately one cubic feet.</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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