



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: 551 Schedule No: 20-551.1

DEPARTMENT OF CORRECTIONS
 DIVISION OF ADMINISTRATIVE SERVICES
 551 - FACILITIES MANAGEMENT

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.

Per AS 12.62.160 criminal justice information and identity of recipients of criminal justice information is confidential and exempt from disclosure under AS 40.25.120. Refer also to 22 AAC 05.090(c) & 22 AAC 05.095. Supersedes #201700.

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 6/13/12
Attorney General/Designee <i>Original signature held on file.</i>	Date 8/16/12	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 6/26/12
State Archivist <i>Original signature held on file.</i>	Date 7/3/12	Records Analyst <i>Original signature held on file.</i> Date 7/3/12

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - Facility Files - Construction Documents/As-builts (Originals) This records series documents the DOC's construction activities. Construction as-builts, architectural/engineering drawings, designs/calculations, floor plans, licenses, fire/life/safety schematics and well logs will be retained until the state no longer has an interest in the building.	H	S	Y	
001.2 - Facility Files - Construction Documents/As-builts (Scanned Copy) This records series documents the DOC's construction activities. Construction as-builts, architectural/engineering drawings, designs/calculations, floor plans, licenses, fire/life/safety schematics and well logs will be retained until the state no longer has an interest in the building.	E	C	Y	C = Until the state no longer has an interest in the building.
001.3 - Facility Files - General Design Information & Correspondence (Originals) Construction correspondence, inspection reports, general design information, change orders, amendments, RSA's and other bid/contract documents will be retained for six years after construction is completed.	H	S	Y	
001.4 - Facility Files - General Design Information & Correspondence (Scanned) Construction correspondence, inspection reports, general design information, change orders, amendments, RSA's and other bid/contract documents will be retained for six years after construction is completed.	E	C+6	Y	C = After construction is completed.

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 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 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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