



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: 263      Schedule No: 08-263.1**

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
 ALASKA INDUSTRIAL DEVELOPMENT AND EXPORT AUTHORITY (AIDEA)  
 263 - OFFICE OF THE EXECUTIVE DIRECTOR

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 #84503.

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 Ted Leonard	Signature of Division Director <i>Original signature held on file.</i>	Date 12/28/2012
Attorney General/Designee <i>Original signature held on file.</i>	Date 2/4/2013	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 1/10/2013	Records Analyst <i>Original signature held on file.</i>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001 - Resolutions (Originals)</b> There are three types of resolutions: Eligibility Resolutions, which allow the reimbursement of certain eligible expenses incurred by the borrower if tax-exempt obligations are issued; Loan Resolutions, which deal with the issuance of loans; and, General Resolutions, which deal with projects, studies, authority functions, etc.	H & E	PA		
<b>001.2 - Resolutions (Agency Copy)</b> There are three types of resolutions: Eligibility Resolutions, which allow the reimbursement of certain eligible expenses incurred by the borrower if tax-exempt obligations are issued; Loan Resolutions, which deal with the issuance of loans; and, General Resolutions, which deal with projects, studies, authority functions, etc.	H & E	PO		

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                      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"><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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