



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: 294 Schedule No: 08-294.1

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
 DIVISION OF INSURANCE
 294 - CONSUMER SERVICES & INVESTIGATIONS

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.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #80606.

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 2/9/2012
Attorney General/Designee <i>Original signature held on file.</i>	Date 1/23/2012	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 2/1/2012
State Archivist <i>Original signature held on file.</i>	Date 2/16/2012	Records Analyst <i>Original signature held on file.</i> Date 2/15/2012

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Investigative Case Files & Reports (Originals) This series consists of the documentation and reports related to an investigation into fraud or other possible criminal actions. The narrative reports of all investigations are administered in shared division files between investigators.</p>	H	S	Y	60 days after the hard copy is scanned into the electronic storage system and documents have passed a division integrity check, the hard copy is destroyed. Confidential under AS 21.06.150.
<p>001.2 - Investigative Case Files & Reports (Electronic) This series consists of the documentation and reports related to an investigation into fraud or other possible criminal actions. The narrative reports of all investigations are administered in shared division files between investigators.</p>	S, D & E	C+20	Y	C = Until case is closed and business need is concluded. Confidential under AS 21.06.150. Selected case files may be held longer than 20 years until administrative need is met. An electronic record disposition report is generated from the electronic storage software for staff confirmation that all records meet disposition dates prior to deletion.

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>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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