



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: 296 Schedule No: 08-296.1

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
 DIVISION OF INVESTMENTS
 296 - DIRECTOR'S OFFICE

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 noted all records series are nonconfidential. This schedule supersedes #84104.

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 11/6/2006
Attorney General/Designee <i>Original signature held on file.</i>	Date 11/24/2006	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 12/3/2006
State Archivist <i>Original signature held on file.</i>	Date 14/4/2006	Records Analyst <i>Original signature held on file.</i> Date 10/31/2006

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Bank Sales & Servicing Agreement Files This series documents the agreements between commercial banks and the division regarding the servicing of loans.</p> <p>Arranged alphabetically by bank.</p>		C+6		C = As long as the agreement is in effect.
<p>002 - Property Tax Files The division collects and hold in escrow property taxes for certain types of loans.</p> <p>This records series documents the collection and disbursement of taxes and includes property tax bills, tax posting records and escrow analysis reports.</p>		6		
<p>003 - Fisheries Enhancement Tax Election Operational Files Under AS 43.76.015 a qualified regional association may have an election to approve or terminate a salmon enhancement tax.</p> <p>Consists of voted ballots, outer and inner ballot envelopes, and log of ballots received for elections.</p>		C+3 Mos.		C = Until election is certified. Correspondence relating to elections is disposed after business need is concluded.
<p>004 - Fisheries Enhancement Tax Election Certification Consists of certification of the salmon enhancement tax election results by the Commissioner of Department of Commerce, Community & Economic Development. May also include the Ballot Audit Report by the Division of Elections.</p> <p>Arranged chronologically by election.</p>		PA		The Division of Investments is the Office of Record. Annual accrual rate is less than .25 cubic foot.
<p>005 - Regional Seafood Development Association Tax Election Operational Files Under AS 44.33.065, a qualified regional seafood development association may hold an election to approve, amend or terminate a seafood development tax.</p> <p>Consists of voted ballots, outer and inner envelope, ballots, and log of ballots received for election.</p>		C+3 Mos.		C = Until election is certified.

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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>006 - Regional Seafood Development Association Tax Election Certification Consists of certification of the seafood development tax election results by the Commissioner of Commerce, Community and Economic Development.</p> <p>Arranged chronologically by election.</p>		PA		<p>The Division of Investments is the Office of Record.</p> <p>Annual accrual rate is less than .25 cubic foot.</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 align="center">Retention Key</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">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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