



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: 461 Schedule No: 08-461.2

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
 DIVISION OF COMMUNITY AND REGIONAL AFFAIRS
 461 - REGIONAL OFFICES

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 noted all records are nonconfidential. This schedule supersedes #08-461.1.

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 Lawrence Blood		Signature of Division Director <i>Original signature held on file.</i>		Date 11/4/2014
Attorney General/Designee <i>Original signature held on file.</i>	Date 12/18/2014	Commissioner of Administration/Designee <i>Original signature held on file.</i>	Date 11/26/2014	
State Archivist <i>Original signature held on file.</i>	Date 11/6/2014	Records Analyst <i>Original signature held on file.</i>	Date 11/6/2014	

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Geographic Files This records series consists of correspondence and general reference material related to local governments, which is used to document actions and technical assistance provided to communities.</p> <p>Arranged alphabetically by community.</p>	E	C+6	Y	<p>C = Until obsolete, superseded, or administrative need is met.</p> <p>Certain data may be entered into the community files and Rural Utility Business Advisor (RUBA) information system.</p>
<p>001.2 - Geographic Files (Reports) This records series contains financial reports from communities.</p> <p>Arranged alphabetically by community.</p>	H & E	C	Y	<p>C = Until superseded by the next annual report.</p> <p>Monthly reports are held until the annual report for the same year is received. Annual reports are held until the annual report of the following year is received.</p>
<p>001.3 - Geographic Files (STARS) STARS records contain trip reports, financial information and communication from communities.</p>	E	C+50	Y	<p>C = Date of last action.</p> <p>The STARS electronic database is referred to continuously by staff.</p>
<p>002 - Alaska Coastal Management Program (ACMP) Files The ACMP distributes federal grant funds thru local districts to municipalities and coastal resource service areas and provides research, training and technical assistance for the purpose of developing and implementing coastal management programs.</p> <p>Records series includes correspondence, grant agreements, plans, work products and quarterly reports.</p> <p>Arranged alphabetically by city.</p>	H	C+6	Y	<p>C = Until grant is closed out.</p> <p>This program is no longer active as of July 1, 2011. Publications are transmitted to the State Library for distribution. Master copy of the contract is administered in the Anchorage office.</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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>003 - Rural Utility Business Advisor (RUBA) Files With the assistance of the department and the EPA, 18 RUBA's provide management assistance and advice to approximately 120 small rural communities that are preparing to receive new or upgraded sanitation systems.</p> <p>This records series includes the following types of documents: correspondence between programs and communities, trip reports, assessments, agreements, IRS tax documents, rate assessment studies, and monthly financial reports.</p> <p>Arranged alphabetically by community.</p>	E	C+6	Y	<p>C = After the community water/sewer system is built and successfully operating.</p> <p>Official Record Copy may be retained in the central or regional office.</p> <p>Certain data is entered into the RUBA information system in various file formats.</p> <p>Refer also to the General Schedule, Items 40 - 44, Grant Management Records.</p>
<p>004 - Block Grants (Community Development, Community Service, Emergency Shelter, Community Foods and Nutrition) This records series document the state's administration of block grants and may include: applications, original grant agreements, amendments, resolutions, monthly reports, warrant requests, correspondence and status reports.</p> <p>Arranged alphabetically by grantee within funding year (federal fiscal).</p>	H	C+6	Y	<p>C = Until grant closed out, federal audit is completed, audit/review by the Inspector General is completed, or until all unresolved issues have been settled.</p> <p>CDBG: Community Development Block Grants CSBG: Community Service Block Grants ESG: Emergency Shelter Grants (closed 2009)</p>

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