



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: 525 Schedule No: 08-525.1

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
 OFFICE OF THE COMMISSIONER
 525 - HEARING OFFICER

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.

Records may be confidential per AS 21.06.150 (g). This schedule supersedes #84702.

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 8/18/1999
Attorney General/Designee <i>Original signature held on file.</i>	Date 8/27/1999	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 9/7/1999	Records Analyst <i>Original signature held on file.</i>
		Date 4/26/1999

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Complaint & Investigation Case Files, Not Adjudicated Files include all documentation of the complaint and subsequent investigation. Includes no violation and no jurisdiction cases.</p> <p>Arranged by case name.</p>		C+5		C = Until case file is closed.
<p>002 - Complaint & Investigation Case Files, Adjudicated This series documents the complaint and includes all investigative materials (complaints, inquiries, interviews, investigative notes, memoranda of agreement, etc.) for those cases which go to hearing or litigation. Also includes the following documents: an accusation or statement of issues by the division; a request for a hearing by a respondent; a memo/letter from the division referring the matter to the Hearing Unit; the hearing decision or stipulated settlement; the notice to the respondent of the results of the hearing, and copy of the decision.</p> <p>Arranged by case name.</p>		C+10		<p>C = Until case file is closed.</p> <p>This series is maintained by the Investigative Unit.</p> <p>Annual accrual rate is approximately 7.5 cubic feet.</p>
<p>003 - Investigation Control Cards Alphabetical index to case files.</p>		C		<p>C = Until case file is destroyed.</p> <p>See item #001.</p>
<p>004 - Litigation & Hearing Case Files This series consists of all documentation regarding the public hearing and/or court action, including pleadings, briefs hearing tapes and exhibits. Also includes the following documents: an accusation or statement of issues by the division; a request for a hearing by a respondent; a memo/letter from the division referring the matter to the Hearing Unit; the hearing decision or stipulated settlement; the notice to the respondent of the results of the hearing; and copy of the decision.</p> <p>Arranged by case file number.</p>		C+10		<p>C = Until case file is closed.</p> <p>Nonconfidential.</p> <p>Annual accrual rate is approximately 7.5 cubic feet.</p> <p>Hearing audio tapes may be recycled.</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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