



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 635      Schedule No: 08-635.2**

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
 DIVISION OF COMMUNITY AND REGIONAL AFFAIRS  
 635 - CENTRAL 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 #08-635.1.

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><b>001 - Community Revenue Sharing (CRS) Files</b>                      This program makes community revenue-sharing payments to municipalities, reserves and communities for any public purpose. Records in this series consist of correspondence, applications, year-end audits, and budgets.</p> <p>Arranged alphabetically by municipality.</p>	H	CFY+10	Y	
<p><b>002 - Shared Fisheries Business Tax (SFBT) Program</b>                      This program provides for an annual sharing of fish tax collected outside municipal boundaries to municipalities that can demonstrate they suffered significant effects from fisheries business activities.</p> <p>Consists of correspondence, applications and payment information.</p> <p>Arranged by fishery management area and then alphabetically by community.</p>	H	CFY+8		
<p><b>003 - National Forest Receipts</b>                      Distribution of monies to municipalities and Rural Education Attendance Areas located within the Tongass and Chugach National Forests.</p> <p>Consists of correspondence, applications and payment information.</p> <p>Arranged alphabetically by municipality.</p>	H	CFY+8		
<p><b>004 - Payment in Lieu of Taxes (PILT) Program Files</b>                      This program provides payment to local government units containing certain federally owned lands.</p> <p>Consists of correspondence, resolutions and payment information.</p> <p>Arranged alphabetically by municipality.</p>	H	CFY+8	Y	

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><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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><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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<p><b>005 - Rural Utility Business Advisor (RUBA) Files</b>                      With the assistance of the department and the EPA, 18 RUBA staff members provide management assistance and advice to approximately 120 small rural communities that are preparing to receive new or upgraded sanitation systems, or manage current sanitation systems.</p> <p>This records series includes the following types of documents: correspondence between programs and communities, operation and maintenance plans, trip reports, assessments, agreements, IRS tax documents, rate assessment studies, monthly financial reports and ordinances.</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 GARRDS #100.3, items #40-42.</p>
<p><b>006 - Mapping Program Records</b>                      Maps, land status plats, mylars, community profiles, photographs, CDs and other digitized images document State land ownership and include the following attributes: roads, structures, utilities, property boundaries, and topographic features. Maps are produced with AutoCad software; mylars (11X17 &amp; 24X36) are taken from photo negatives and enlarged. CDs are received from contractors.</p> <p>Arranged alphabetically by municipality.</p>	H & E	PO	Y	<p>Maps date back to the 1970s.</p>
<p><b>007 - Municipal Lands Trust Case Files</b>                      Per the Alaska Native Claims Settlement Act, this records series documents the acquisition, use, disposal and conveyance of State lands.</p> <p>Consists of settlement agreements, public notices, affidavits, village postings, maps (submitted to BLM).</p> <p>Arranged alphabetically by village.</p>	H	C+50	Y	<p>C = Until case is closed.</p>

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<p><b>008 - Municipal Lands Trust Program (MLTP) Original Documents</b>                      Mostly recorded documents including: leases, deeds, right-of-ways, easements and other acquisition/disposal documents.</p> <p>Arranged alphabetically by village.</p>	H	PO	Y	
<p><b>009 - Municipal Lands Trust Records Reference File</b>                      Consists of deeds of acquisition, leases, amendments, as-builts, U.S. surveys, and other land title documents.</p> <p>Arranged alphabetically by village.</p>	H	C	Y	C = Until obsolete, superseded or administrative need is met.
<p><b>010 - Alaska Coastal Management Program (ACMP) Files</b>                      The ACMP distributes federal grant funds through 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+8	Y	C = Until grant is closed out.  This program became inactive as of July 1, 2011. Closed files will be retained in accordance with this schedule.  Publications are transmitted to the State Library for distribution. Master copy of the contract is administered in the Anchorage office.
<p><b>011.1 - National Flood Insurance Program (NFIP) Files</b>                      Consists of correspondence with NFIP and the communities, ordinances, floodplain development permits, community rating system, maps, administrative orders, etc.</p> <p>Arranged alphabetically by community.</p>	H & E	PO	Y	These files must be retained permanently in accordance with federal requirements.
<p><b>011.2 - NFIP Files (Reports and Evaluations)</b>                      Consists of trip reports and ordinance evaluation forms.</p>	H & E	C+6	Y	C = Until new trip report is completed, or until ordinance evaluation form is no longer needed.

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<p><b>011.3 - NFIP Geographic Files</b>                      Consists of correspondence, maps, floodplain impact certificates, administrative orders, ordinances, photographs, reports, etc.                       Arranged alphabetically by community.</p>	H & E	PA	Y	Unless identified by the division as significant historical documents, files transferred to the State Archives may be sampled.
<p><b>012 - Community Files</b>                      Consists of detailed community information and made available on the Alaska Community Database.                       Arranged alphabetically by community.</p>	H & E	C		C = Until obsolete, superseded or administrative need is met.  The Alaska Community Database consists of community information summaries, detailed community information; and, provides custom data queries and local contact information.
<p><b>013 - Population Appeals</b>                      Consists of documentation submitted by municipalities that ask for an adjustment of their population as determined by the State Demographer. Documentation includes surveys, maps and other relevant evidence they consider necessary.</p>	H & E	C+1	Y	C = Until municipality accepts the State Demographer's estimate or when new survey figures are certified by the Commissioner of the department.  The State Demographer's population figures are the basis for determining community revenue sharing payments. A municipality may request an adjustment of their population if they believe it to be incorrect.

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