



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: 637      Schedule No: 08-637.2**

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
 DIVISION OF COMMUNITY AND REGIONAL AFFAIRS  
 637 - LOCAL BOUNDARY COMMISSION

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 #08-637.1

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 - Routine Inquiries</b>                      Consists of routine inquiries regarding the formation of a city government, municipal government, etc.</p>	H & E	C+5	Y	C = Date of request.
<p><b>002 - Community Certificate File</b>                      Records series consists of original incorporation and boundary certificates, LBC decisions, REAA files, charters for native villages, attorney general opinions, and Voting Rights Act of 1965 approvals and correspondence.                       Arranged alphabetically by community.</p>	H & E	PO	Y	REAA: Rural Education Attendance Area
<p><b>003 - Local Boundary Commission Action Files</b>                      Includes incorporations, annexations, reclassifications, detachments, dissolutions and other petitions, public comments/briefs, notices, petition reports, and decisions.                       Arranged alphabetically by community.</p>	H	PA	Y	All nonpermanent material will be purged prior to shipment of the files to the records center.
<p><b>004 - LBC Legislative and Legal Files</b>                      Legislative files contain the LBC annual report to the Legislature. Legal files include superior and supreme court decisions as well as feasibility studies and reports.                       Legislative files are arranged chronologically by legislative session; legal files alphabetically by municipality.</p>	H	PA	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 align="center"><b>Retention Key</b></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"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><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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