



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 642 Schedule No: 08-642.1

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
 ALASKA INDUSTRIAL DEVELOPMENT AND EXPORT AUTHORITY (AIDEA)
 642 - PROJECT DEVELOPMENT AND ASSET MANAGEMENT

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 series are nonconfidential. This schedule supersedes #88300.

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 Ted Leonard	Signature of Division Director <i>Original signature held on file.</i>	Date 12/28/2012
Attorney General/Designee <i>Original signature held on file.</i>	Date 2/4/2013	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 1/10/2013	Records Analyst <i>Original signature held on file.</i>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Project Development Finance Program (Not Executed) Includes proposals, correspondence, financial information, etc., from entities that desire AIDEA to look at owning and operating projects that are financially feasible.	H & E	C+3		C = Until determination made not to develop.
002 - Project Development Finance Program (Executed) Includes proposals, correspondence, financial information, etc., from entities that desire AIDEA to look at owning and operating projects that are financially feasible.	H & E	T		T = Transfer file to Asset Maintenance & Ownership Operation Files (item #004).
003 - Project Execution Files Includes: correspondence, final plans/reports, cost estimates, agreements, memoranda of understanding, environmental assessment reports, permits, budgets, right-of-way documents, as-builts, specifications, RFP's, progress/final reports, litigation documents, project closeout documents.	H & E	C+6		C = When AIDEA becomes the tenant/landlord.
004 - Asset Maintenance & Ownership Operation Files Includes all documents, files and data relating to operation and maintenance of the facility, including permits, utilities correspondence, bids, reports, proposals, accounting, problems, and enabling legislation.	H & E	C		C = Retain for the life of the facility or until administrative need is met. Refer also to Equipment Records in the General Administrative Records Retention and Disposition Schedule (GARRDS).

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 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 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>
--	--	--