



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: 95 Schedule No: 08-95.1

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
 95 - ALCOHOLIC BEVERAGE CONTROL BOARD

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 indicated all records series are nonconfidential. This schedule supersedes #122900.

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 Shirley Coté | Signature of Division Director <i>Original signature held on file.</i> | Date 7/2/2012 |
| Attorney General/Designee <i>Original signature held on file.</i> | Date 10/8/2012 | Commissioner of Administration/Designee <i>Original signature held on file.</i> |
| State Archivist <i>Original signature held on file.</i> | Date 8/20/2012 | Records Analyst <i>Original signature held on file.</i> |
| | | Date 8/20/2012 |

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---|----------|-----------------|-----------|---|
| <p>001.1 - Liquor License Files (Transferred) Records series includes approved application, copy of license, renewals, correspondence, violation notices, affidavits, inspection and violation logs.</p> <p>A second file for financial information including required business reports, tax information, or creditor payment data is also maintained.</p> | H & E | C+30 | Y | <p>C = Date license is transferred.</p> <p>Financial data confidential under AS 43.05.230.</p> <p>Justification for "C+30" retention for transferred licenses: There is administrative need to research information relating to secured payments for property conveyed to transferees.</p> <p>Certain data is input into "ABC Application" (item #009).</p> |
| <p>001.2 - Liquor License Files (Surrendered, Forfeited, Revoked or Not Renewed) Records series includes approved application, copy of license, renewals, correspondence, violation notices, affidavits, inspection and violation logs.</p> <p>A second file for financial information including required business reports, tax information, or creditor payment data is also maintained.</p> | H, D & E | C+10 | Y | <p>C = Date license is surrendered, forfeited, revoked or not renewed.</p> <p>Financial data confidential under AS 43.05.230.</p> <p>Justification for "C+10" retention for surrendered, forfeited, revoked or not renewed licenses: There is administrative need to research information relating to secured payments for property conveyed to transferees.</p> <p>Certain data is input into "ABC Application" (item #009).</p> |
| <p>002 - Liquor License Application (Denied or Withdrawn) Documentation of licenses denied or withdrawn.</p> <p>Approved applications become part of the License File (item #001.1).</p> | H | CY+2 | | <p>Certain data is input into "ABC Application" (item #009).</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> |
|---|---|---|

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|--|--------|-----------------|-----------|---|
| 003 - Catering & Special Events Permits Permits issued for one-time events. Arranged by permit number. | H & E | CY+2 | | Certain data, including name of licensee, event/date of event and whether permit returned or not, is entered into an Excel spreadsheet. |
| 004 - Enforcement Files Includes complaints, investigative reports, advisory notices, notices of violations etc... Investigative reports may contain information that results in criminal/civil litigation. | H & E | C+20 | Y | C = Until case is closed. Confidential under Article I, Section 22, Alaska State Constitution. |
| 005 - Training Certification Files Description of training programs provided for alcohol server education. Includes subjects taught, teaching methods, and testing required. Information must be provided by the common carrier licensee every three years for Board review and recertification. Arranged alphabetically by name. | H & E | C | | C = Until course no longer offered by vendor. Authority: AS 04.21.025 |
| 006 - Shared Revenue Files Documentation of revenues collected and payments made to cities and boroughs. | H & E | CFY+3 | | |
| 007 - ABC Board Meeting Minutes and Agendas Consists of meeting notes, attachments, recording tapes, and attendance rosters. There are references to audio tape numbers indicating where on the tape a topic begins. Meetings are conducted to review applications and renewals. | H & E | PA | | Authority: AS 04.11.480. Audio tapes are not transferred to the State Archives and may be recycled when administrative need is met (not to exceed one year). Refer also to the current General Administrative Records Retention Schedule (GARRS), Minutes and Meetings Files - Major Policy Making. |

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 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">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> |
|--|--|--|

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|--|--------|-----------------|-----------|---|
| <p>008 - ABC Board Hearing Case Files Includes protests, notices of hearing, testimony, correspondence, and findings.</p> <p>Arranged alphabetically by dba name.</p> | H & E | C+6 | | <p>Authority: AS 04.11.510(b)(2) or AS 04.11.480.</p> <p>Refer also to the Commissioner General Administrative Records Retention Schedule, Litigation, Adjudicatory, and Administrative Hearing Case Files.</p> |
| <p>009 - ABC Application This is a database maintained by the ABC Board. It contains information from items #001.1, #001.2 and #002.</p> | D | PO | 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">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>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p> |
|---|---|--|