



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: 409      Schedule No: 18-409.1**

DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
 409 - DIVISION OF INFORMATION & ADMINISTRATIVE SERVICES

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.

Unless otherwise noted all record series are nonconfidential. This schedule supersedes #180204.

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 10/4/99
Attorney General/Designee <i>Original signature held on file.</i>	Date 10/29/99	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 11/2/99	Records Analyst <i>Original signature held on file.</i>
		Date 8/27/99

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Federal Superfund Grant Files</b> Includes grant awards, letters of credit, timesheets, worksheets, original payment document, original journal entries and correspondence. The Environmental Protection Agency and ADEC have entered into a cooperative agreement to enforce cleanup of leaking underground storage tanks. This fileset documents the division's financial management of trust funds.</p> <p>There is no arrangement for this series.</p>		C+10*		<p>C = Until submission of final Financial Status Report.</p> <p>* = Written approval must be obtained from the EPA award official before destruction of records.</p> <p>40 CFR 35.6250 stipulates a 10 year retention, following final Financial Status Report.</p> <p>Annual accrual rate is approximately 2 cubic feet.</p>
<p><b>002 - Oil &amp; Hazardous Substance Release Response Fund</b> AS 46.04.010 requires the department to seek civil action against companies to recoup any expenses involved in hazardous substance clean-up activities. Includes correspondence, payment and receipt records.</p> <p>Site files are arranged numerically.</p>		C+17		<p>C = Upon completion of clean-up.</p> <p>Justification for 17-year Retention: Administrative need.</p> <p>Annual accrual rate is approximately .5 cubic foot.</p>
<p><b>003 - Exxon/Valdez Personnel &amp; Payroll Documents</b> Personnel/payroll documents, timesheets, and payroll cost recovery billings for employees who worked on the cleanup of the Exxon/Valdez oil spill.</p> <p>Arranged alphabetically by last name.</p>		PA*		<p>* = The State Archivist will review these records for documents that have permanent historical value.</p> <p>Confidential per AS 39.20.080.</p> <p>There will be no further accruals to this fileset. The Department of Law will advise ADEC when there is no further legal value for these records.</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><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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