



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 415      Schedule No: 18-415.1**

DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
 DIVISION OF WATER  
 415 - MUNICIPAL GRANTS & LOANS PROGRAMS

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 #181003.

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 3/11/08
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/4/08	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 4/10/08
State Archivist <i>Original signature held on file.</i>	Date 4/11/08	Records Analyst <i>Original signature held on file.</i> Date 3/7/08

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001.1 - Historical Community Information (Community Information Files)</b> Community Information Files consist of permits, easements, well logs, water quality, geotechnical, operations/maintenance data.		PO	Y	Arranged within Juneau or Anchorage engineering office alphabetically by location, community or subject.  Community Information Files are purged from records series before transfer to records center.  One master file maintained per community.
<b>001.2 - Historical Community Information (Agency Project &amp; Engineering Reports)</b> Agency Project Reports consists of DCED maps, final/feasibility reports, project summaries and Memorandum of Agreements. Engineering Reports include technical/geotechnical research, master plans, consultant feasibility studies.		25	Y	Arranged within Juneau or Anchorage engineering office alphabetically by location, community or subject.  One master file maintained per community.
<b>002.1 - Project Files (Final Report Backup)</b> Financial documents include primary engineering drawings, financial summaries, primary engineer contracts, payment requests, disbursements, change orders. Design consists of record of scope of work selection, community participation, engineering calculations, design values, final financial summaries.		C	Y	C = Until final report is issued.  Project files are identified by community (alphabetically) and project number.
<b>002.2 - Project Files (Financial)</b> Financial documents include primary engineering drawings, financial summaries, primary engineer contracts, payment requests, disbursements, change orders. Design consists of record of scope of work selection, community participation, engineering calculations, design values, final financial summaries.		C+7	Y	C = Until loan is paid off.  Loans are up to twenty years in duration.  Project files are identified by community (alphabetically) and project number.
<b>002.3 - Project Files (Design)</b> Financial documents include primary engineering drawings, financial summaries, primary engineer contracts, payment requests, disbursements, change orders. Design consists of record of scope of work selection, community participation, engineering calculations, design values, final financial summaries.		C	Y	C = Until facility is no longer in operation.  Project files are identified by community (alphabetically) and project number.

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.

<b>Retention Key</b> A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	<b>Format Key</b> H = Hardcopy E = Electronic D = Database M = Microform	<b>Bus. Ess = Business Essential</b> 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>003 - Operation &amp; Maintenance Manuals</b>                      This series consists of all system operation and maintenance manuals (O&amp;M) for all constructed facilities. O&amp;M manuals contain technical information on the construction, operation and maintenance of all components of a facility.</p> <p>Arranged alphabetically by community.</p>		C		<p>C = Until facility is no longer in operation, or until obsolete, superseded or administrative/management need is met.</p> <p>One master file maintained per community.</p>
<p><b>004 - Record Drawings</b>                      This series includes 24" X 36" and/or 22" X 34" proposed plans and record drawings. Typically are blueprints.</p> <p>Arranged alphabetically and alpha-numerically by community name.</p>	H & D	C	Y	<p>C = Until facility is no longer in operation.</p> <p>There is a project drawings index on an Excel spreadsheet.</p> <p>One master file maintained per community.</p>
<p><b>005 - Alaska Clean Water Fund (ACWF) &amp; Alaska Drinking Water Fund (ADWF) Databases</b>                      These databases are utilized by the division to track all activity for both revolving loan funds. Since initial capitalization grants for each fund is provided by the federal government, numerous reporting requirements exist. Consequently, the databases are used for operational purposes and for annual reporting purposes.</p> <p>Data includes: project information, loan amounts, loan disbursements, loan repayments made, loan repayment schedules, program administrative expenses, investment income, state appropriations, and EPA grants and payment schedules.</p>		C+7	Y	<p>C = Until loan is paid off.</p> <p>The length of most loans is twenty years.</p> <p>The ACWF &amp; ADWF are revolving loan funds established to make low interest loans available to communities throughout the state. Projects funded include wastewater treatment and collection projects (ACWF) and water treatment and distribution projects (ADWF).</p> <p>Various reports are generated from the information maintained, both for reporting requirements and for day-to-day management of the two loan funds.</p> <p>EPA = Environmental Protection Agency</p>

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<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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