



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: 424      Schedule No: 18-424.1**

DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
 DIVISION OF WATER  
 424 - OPERATIONS ASSISTANCE

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 #181502.

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 3/5/08

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Operator Certification Files</b>                      Consists of applications to take exams, education documentation, renewal notices, exam results/certificate transmittal letters and correspondence.</p> <p>Arranged alphabetically.</p>		C+5		<p>C = Until operator is no longer certified.</p> <p>All files are retained in Juneau.</p> <p>Some data from this records series is entered into item #004.</p>
<p><b>002.1 - Examination Materials (Individual Examinations)</b></p>		C		<p>C = After graded and data is entered into db (item #004).</p> <p>Exams are confidential and shredded.</p>
<p><b>002.2 - Examination Materials (Examination Answer Sheets)</b></p>		C		<p>C = Until exam is no longer administered.</p>
<p><b>002.3 - Examination Materials (Sample Tests)</b></p>		C		<p>C = Until business need is concluded.</p>
<p><b>003 - Applications (Abandoned)</b>                      Applications on which there is no follow up.</p>		5		
<p><b>004 - Operator Certification</b>                      Registration data on water treatment, water distribution, wastewater collection and wastewater treatment operators, including certifications, renewals, continuing education units, system levels, addresses.</p>	D	C+5		<p>C = Until operator is no longer certified.</p> <p>Some data is entered from item #001 (Operator Certification Files).</p> <p>This database is administered via MS SQL database.</p>
<p><b>005 - Remote Maintenance Workers (RMW's) Grant Files</b>                      Consists of grants, contracts, quarterly reports, annual reports, fiscal records and trip reports.</p> <p>Arranged alphabetically by individual community.</p>		C+6		<p>C = Until grant is closed out.</p> <p>Under AS 09.10.053 Statute of Limitation is 3 years.</p> <p>Working duplicate files are retained in Anchorage by Anchorage-based RMW's.</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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>006 - Facility Operation/Maintenance Manuals</b>                      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		C = Until facility no longer in operation.

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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