



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: 354 Schedule No: 11-354.1

DEPARTMENT OF FISH AND GAME
 DIVISION OF ADMINISTRATIVE SERVICES
 354 - DIRECTOR'S OFFICE

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 #110103.

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 10/25/06
Attorney General/Designee <i>Original signature held on file.</i>	Date 11/24/06	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 12/4/06	Records Analyst <i>Original signature held on file.</i>
		Date 10/9/06

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Ethics Statements This series includes registration forms and conflict of interest affidavits for persons employed by the department who may have a possible conflict of interest under the provisions of AS 39.52.170(b). Arranged alphabetically by employee.</p>		5		<p>Employees must submit these statements by July 1 each year. Copies sent to employee and Human Resources.</p>
<p>002 - Land Lease Files Leases and permits authorizing departmental personnel access to and use of land.</p>		C+3		<p>C = Until lease is terminated. Retention authority under AS 09.10.053. Duplicate copies may be destroyed after superseded or administrative need is met.</p>
<p>003 - Capital Improvement Planning Files Documentation for both state and federally funded capital improvement projects. Arranged alphabetically by site location.</p>		C		<p>C = Until obsolete, superseded or administrative need is met.</p>
<p>004 - Cooperative Agreements Contractual agreements between the department and other governmental agencies, educational institutions, or organizations.</p>		C+3		<p>C = Until agreement is terminated. Retention authority under AS 09.10.053. Duplicate copies may be destroyed after superseded or administrative need is met.</p>
<p>005 - As-Built Drawings & Floor Plans Drawings and plans for buildings owned, leased, or administered by the department.</p>		C+10		<p>C = Until state no longer has an interest in the property.</p>
<p>006.1 - Real Property Records (For Properties Having No Suspected Contamination) Includes permits, titles, correspondence, and backup documentation regarding real property owned, leased, or administered by the department.</p>		C+10		<p>C = Until state no longer has an interest in the property.</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>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>006.2 - Real Property Records (For Properties With Known Or Suspected Contamination) Includes permits, titles, correspondence, and backup documentation regarding real property owned, leased, or administered by the department.</p>		C+30		<p>C = Until state no longer has an interest in the property.</p> <p>AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Certain records (including insurance policies, binders renewals, leases, use permits) for properties with known or suspected contamination may need to be maintained more than 30 years, per advice from the Attorney General's Office, Environmental Section.</p>
<p>007.1 - Property Control Records (State) Agency copies of controlled property management reports, property tag register, excess property reports, interdepartmental property transfer documents, Lost-Stolen-Damaged Property Reviews, Property Destruction Authorizations and correspondence.</p>		3 or A		
<p>007.2 - Property Control Records (Federal Real Property & Equipment) Agency copies of controlled property management reports, property tag register, excess property reports, interdepartmental property transfer documents, Lost-Stolen-Damaged Property Reviews, Property Destruction Authorizations and correspondence.</p>		C+3		<p>C = Until state no longer has an interest in the property.</p> <p>Under 40 CFR 30.53(2) - EPA Grants & Agreements - nonfinancial records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.</p> <p>Maintain reports on any federally funded property until audit is completed.</p>

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>008 - Nepotism Waivers The department is reporting the appointment (or change in position) of an individual who has a familial relationship with a current employee of the department. Familial relationship includes immediate family members including another person cohabiting in a conjugal relationship that is not a legal marriage and those individuals who are related by blood or marriage within and including the second degree of kindred.</p>		C		<p>C = Until supervisor or employee no longer employed by department.</p> <p>Applied under the provisions of AS 39.90.020, AS 39.52.960 (11), 2 AAC 07.999 (40), and 2 AAC 07.950.</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 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>
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