



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 358      Schedule No: 11-358.1**

DEPARTMENT OF FISH AND GAME  
 DIVISION OF ADMINISTRATIVE SERVICES  
 358 - FISH & GAME LICENSING

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 indicated all records series are nonconfidential. This schedule supersedes #112802.

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> Date 12/3/06
State Archivist <i>Original signature held on file.</i>	Date 12/4/06	Records Analyst <i>Original signature held on file.</i> Date 10/3/06

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001 - Vendor Bond Files</b> This series consists of contracts, bond papers and applications.  Arranged in vendor number order.		C+3		C = Until vendorship is terminated.
<b>002 - Collection Reports</b> Consists of a reporting of vendor sales.  Arranged by vendor number and type of sale, whether sport, crew or tag.		A+3		A = After final audit.
<b>003 - Licensing Sales Daily Proof Report</b> This series consists of a record of total sales received in the office that day.  Computer report arranged by vendor number order.		A+3		A = After final audit.  Includes old daily revenue reports superceded by Daily Proof Report.
<b>004 - Statistical Reports</b> Hard copy reports including Calendar Year (everything sold during that calendar year, or three license years); License Year (just those items for that license year); and Fiscal Year.  Arranged chronologically.		PA		C = Until administrative need is met.  These reports go back to 1926 and comprise .5 cubic feet, with a net accrual rate per year of less than .1 cubic feet.
<b>005 - Vendor Returned Supply Forms</b> Inventory of license tags that were/were not used by the vendor.  Arranged by vendor number.		A		A = After final audit.
<b>006.1 - Sport &amp; Crew Licenses (Originals)</b> Licenses issued for sport fishing, hunting, trapping and to commercial crew members.  Arranged in batch number order.	H	M	Y	M = Until microfilmed.  Hardcopy is destroyed after microfilm is certified "true and correct".
<b>006.2 - Sport &amp; Crew Licenses (Master Microfilm)</b> Licenses issued for sport fishing, hunting, trapping and to commercial crew members.  Arranged in batch number order.	M	10	Y	Annual accrual rate for master microfilm in series 06, 07, 10 & 11 is less than one cubic foot.  Reference history indicates 99% of public requests are for information 5 to 8 years old. The ten year retention meets administrative requirements.

**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.**

Retention Key	Format Key	Bus. Ess = Business Essential
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)	H = Hardcopy E = Electronic D = Database M = Microform	1. Are necessary for emergency response 2. Are necessary to resume or continue operations

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>006.3 - Sport &amp; Crew Licenses (Work Copy Microfilm)</b> Licenses issued for sport fishing, hunting, trapping and to commercial crew members.  Arranged in batch number order.	M	10	Y	
<b>007.1 - Permanent Identification Card Applications (Originals)</b> Applications from people sixty years or older and permanent residents to receive free sport fishing, hunting and trapping cards for the rest of their lives under AS 16.05.400(b).  Arranged alphabetically by name of applicant.	H	M	Y	M = Until microfilmed.  Hardcopy is destroyed after microfilm is certified "true and correct".
<b>007.2 - Permanent Identification Card Applications (Master Microfilm)</b> Applications from people sixty years or older and permanent residents to receive free sport fishing, hunting and trapping cards for the rest of their lives under AS 16.05.400(b).  Arranged alphabetically by name of applicant.	M	10	Y	Annual accrual rate for master microfilm in series 06, 07, 10 & 11 is less than one cubic foot.  The ten year retention meets public reference requirements.
<b>007.3 - Permanent Identification Card Applications (Work Copy Microfilm)</b> Applications from people sixty years or older and permanent residents to receive free sport fishing, hunting and trapping cards for the rest of their lives under AS 16.05.400(b).  Arranged alphabetically by name of applicant.	M	10	Y	
<b>008 - Aquatic, Taxidermy, Fur Dealer, Game Bird, Mammal, or Reptile Licenses</b> Resident and nonresident licenses issued for aquatic, taxidermy, fur dealer, game bird, mammal, and reptile.		10	Y	The ten year retention meets public reference requirements.
<b>009 - Governor's Complimentary Licenses</b> Under AS 16.05.335, at the request of the governor, the commissioner may issue up to 50 complimentary fishing and hunting licenses and appropriate big game tags annually to distinguished state visitors. The license is inscribed by the governor with the inclusive dates for its authorized use.  Arranged chronologically.		6		

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>010.1 - Disabled Veteran Applications (Originals)</b> Under AS 16.05.341 certain disabled veterans may receive a free resident hunting and sport fishing license under AS 16.05.340(a)(5), provided a 50 percent or greater disability was incurred during military service.	H	M	Y	M = Until microfilmed.  Hardcopy is destroyed after microfilm is certified "true and correct".
<b>010.2 - Disabled Veteran Applications (Master Microfilm)</b> Under AS 16.05.341 certain disabled veterans may receive a free resident hunting and sport fishing license under AS 16.05.340(a)(5), provided a 50 percent or greater disability was incurred during military service.	M	10	Y	Annual accrual rate for master microfilm in series 06, 07, 10 & 11 is less than one cubic foot.  The ten year retention meets public reference requirement.
<b>010.3 - Disabled Veteran Applications (Work Copy Microfilm)</b> Under AS 16.05.341 certain disabled veterans may receive a free resident hunting and sport fishing license under AS 16.05.340(a)(5), provided a 50 percent or greater disability was incurred during military service.	M	10	Y	
<b>011.1 - Big Game Tag Records (Originals)</b> Records for purchases of big game tags.  Arranged in batch number order.	H	M	Y	M = Until microfilmed.  Hardcopy is destroyed after microfilm is certified "true and correct".
<b>011.2 - Big Game Tag Records (Master Microfilm)</b> Records for purchases of big game tags.  Arranged in batch number order.	M	10	Y	Annual accrual rate for master microfilm in series 06, 07, 10 & 11 is less than one cubic foot.  The ten year retention meets public reference requirements.
<b>011.3 - Big Game Tag Records (Work Copy Microfilm)</b> Records for purchases of big game tags.  Arranged in batch number order.	M	10	Y	
<b>012 - Duck Stamp Orders</b> Documentation of duck stamp orders for residents and non-residents.  Arranged chronologically by date received.		3		

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>013 - License Database</b>                      Database includes vendor names and licenses, tags, and/or stamps sold and issued.</p>		C		<p>C = Until information complies with authorized records retention requirements under AS 40.21 (Management &amp; Preservation of Public Records) and 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>Refer also to note on page 1 regarding backups.</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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