



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: 359      Schedule No: 11-359.1**

DEPARTMENT OF FISH AND GAME  
 OFFICE OF THE COMMISSIONER  
 359 - BOARDS SUPPORT SECTION

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 records series are nonconfidential. This schedule supersedes #110806.

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 10/9/06
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
<p><b>001 - Joint Boards [Meetings] General Subject Files</b>                      This series consists of Attorney General opinions, correspondence, legal notices, litigation information, meeting agendas, meeting books, minutes, news releases, petitions and resolutions (public), public comments, regulations, resolutions and logs, etc.</p> <p>Arranged alphabetically.</p>		PA	Y	<p>Annual accrual rate is approximately 2 cubic feet.</p> <p>The Meeting Books consist of working files that result from the annual meeting of the Joint Board.</p>
<p><b>002 - Board of Fisheries Files</b>                      Records series consists of Attorney General opinions, Board and Council business, correspondence, directives and policy, final actions on proposals, hearings, issues, legal notices, meeting agendas and formats, litigation information, meeting books, minutes, news releases, petitions and resolutions (public), public comments and original proposals, regulations, resolutions, roll calls, staff reports, testimony cards and logs, etc.</p> <p>Arranged alphabetically.</p>		PA	Y	<p>Annual accrual rate is approximately 6 cubic feet.</p> <p>The Fisheries Board meets approximately 5-6 times per year. The Meeting Books consist of working files that result from the annual meeting of the Board of Fisheries.</p>
<p><b>003 - Board of Game Files</b>                      Consists of Attorney General opinions, Board and Council business, correspondence, directives and policy, final actions on proposals, hearings, issues, legal notices, meeting agendas and formats, litigation information, meeting books, minutes, news releases, petitions and resolutions (public), public comments and original proposals, regulations, resolutions, roll calls, staff reports, testimony cards and logs, etc.</p> <p>Arranged alphabetically.</p>		PA	Y	<p>Annual accrual rate is less than one cubic foot.</p> <p>The Game Board meets approximately once per year. The Meeting Books consist of working files that result from the annual meeting of the Board of Game.</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>004 - Recorded Meeting Tapes &amp; Logs</b>                      Records series consists of media that is part of items #001 - 003, but are filed separately and constitute the minutes of the Board meetings. The tapes are not transcribed and are recognized by the Board as the "official minutes" (different from those minutes in items #001 - 003).</p> <p>Arranged chronologically.</p>		PA	Y	<p>The audio tapes are scheduled for permanent retention in the archives after ten years. This media, however, is impermanent and will not be audible forever. Currently the archives does not have a preservation remastering program to ensure the longevity of the media; therefore, the archives makes no guarantees as to tape listenability.</p> <p>Annual accrual rate is less than one cubic foot.</p>
<p><b>005 - Local/Individual Advisory Committee Files</b>                      Consists of Committee authorities, correspondence, manuals, meetings minutes, membership listings, newsletters, regulations, requests for new committees, structure and reorganization data, public meeting notices and membership nominations.</p> <p>Arranged alphabetically.</p>		PA		<p>Statutory Authority: AS 16.05.260.</p> <p>Recommendations of the Advisory Committees are forwarded to the appropriate Board for consideration. Refer to items #001 - 003.</p> <p>Retain Travel, Per Diem &amp; Administrative Files for three years, per the General Administrative Records Retention Schedule.</p>

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