



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: 361      Schedule No: 11-361.1**

DEPARTMENT OF FISH AND GAME  
 DIVISION OF COMMERCIAL FISHERIES  
 361 - FISHERIES MANAGEMENT SECTION

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Certain information administered by the Fisheries Management Section may be confidential under AS 16.05.815. This schedule supersedes #111701, #111301 and #113302.

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 6/14/12
Attorney General/Designee <i>Original signature held on file.</i>	Date 10/8/12	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 8/24/12
State Archivist <i>Original signature held on file.</i>	Date 8/28/12	Records Analyst <i>Original signature held on file.</i> Date 8/27/12

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Divisional Databases</b>                      The headquarters Computer Services Section maintains several fisheries management systems that collect a variety of datasets including catch and effort, escapement, biological, and logbook.</p> <p>These datasets are maintained in several Oracle databases referred to by their system such Fish Ticket (FTDB), Integrated Fisheries (IFDB), and Mariner (ISSDB). Additional commercial fisheries datasets housed at headquarters include the Gene Conservation Lab (LOKI), Mark Tag and Age Lab (MTAL), Intent to Operate (ITO) and Commercial Operator's Annual Report (COAR).</p>	D	PO	Y	For Commercial Operator's Annual Reports (COAR), refer also to the Division of Commercial Fisheries, Information Services Section records retention and disposition schedule.
<p><b>002 - Fish Ticket System</b>                      This system tracks and reports commercial harvest landing information (species, poundage, catch location, by whom, etc.) from fish ticket source documents. Area office staff enters the data which is searchable by social security number, permit number and vessel number. A variety of reports are available that assist fisheries managers administer the state's commercial fisheries.</p>	D	PO	Y	Fish Tickets (source documents, yellow copy) are referenced on the Commercial Fisheries Entry Commission's records retention and disposition schedule.
<p><b>003 - Regional Information Reports</b>                      This series contains a variety of published reports including Fishery Data Series, Fishery Management Series, Fisheries Manuscripts, Special Publications, Subsistence Technical Paper Series, Commercial Fisheries Annual Management Reports, and Regional Information Reports.</p>	H	PA		Fisheries Scientific and Technical Report Series are available online on the department's homepage under e-Library, Publications, Fisheries Series Publications. The site also contains links to historical reports.
<p><b>004.1 - Mark, Tab and Age Lab - Tag Lab Dataforms (Originals)</b>                      This series consists of sampling information from the field offices and tag code recovery data from 1976 onwards. The electronic information resides on an Oracle database (see item #001) and is available online.</p>	H	S	Y	S = Until scanned. Original records may be disposed after the copies are certified to be "true and correct".

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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<p><b>004.2 - Mark, Tab and Age Lab - Tag Lab Dataforms (Scanned Copy)</b>                      This series consists of sampling information from the field offices and tag code recovery data from 1976 onwards. The electronic information resides on an Oracle database (see item #001) and is available online.</p> <p>The following reports are available online:                      Agency; Commercial/Non-Commercial Survey Site; Southeast Sport; Commercial Expansion by Harvest Code; Sport Expansion; Recoveries by Fishery; Tag Recovery; CWT Release; Hatchery Release; Number Sampled.</p>	E	PO	Y	
<p><b>005 - Fish Pathology Laboratory - Statewide Fish Disease History</b>                      Catalogue of diagnostic findings in finfish and shellfish stocks in Alaska over a twenty year period. Listed by accession number, hatchery, stock and species or disease entity. This series is used for making management decisions and fish transports.</p> <p>Arranged in electronic format on Dbill; the paper-based system is arranged according to a subject file classification scheme.</p>	D	PO	Y	This series is administered in the Juneau and Anchorage pathology labs.
<p><b>006 - Emergency Orders</b>                      The Commissioner or authorized designee may, when circumstances require, summarily open or close seasons or areas or change weekly closed periods on game by means of emergency order. An emergency order has the force and effect of law per AS 16.05.060.</p> <p>Arranged numerically.</p>	H	PA		Copies are held in the Regional Offices.
<p><b>007.1 - Research Project Files (Originals)</b>                      Back-up for research projects including: publications, journal article reprints, reports, statistical data and correspondence.</p>	H	M		M = Until microfilmed.  Original records may be disposed after the copies are certified to be "true and correct".

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<b>007.2 - Research Project Files (Master Microfilm)</b> Backup for research projects including: publications, journal article reprints, reports, statistical data and correspondence.	M	PO		
<b>008 - Reports and Publication Files</b> This series consists of reports published in professional journals, papers delivered at symposia, departmental reports, and other applied fishery research reports administered by the publication section and marine fishery scientist. Examples of topics include: management strategies for crab populations, population estimation methods, fishing gear, reports to the North Pacific Fishery Management Council and Alaska Board of Fisheries etc...  Arrangement varies: Regional Information Reports by report number; AFRB chronologically, twice a year; others within the unit alphabetically by topic/subject.	H & E	PA	Y	

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