



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 364      Schedule No: 11-364.1**

DEPARTMENT OF FISH AND GAME  
 DIVISION OF COMMERCIAL FISHERIES  
 364 - REGIONAL OFFICES

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 Regional Offices may be confidential under AS 16.05.815. This schedule supersedes #113201.

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 8/20/12	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 - Vessels Engineering Logs (aka Maintenance &amp; Repair Logs)</b>                      These logs document all maintenance and repair performed on any Departmental vessel and includes the following types of information: vessel name, location, type of service performed, date, who performed. The logs are kept current on each individual vessel until full and then transferred to the Regional Office.</p> <p>Arranged chronologically.</p>	H	5	Y	
<p><b>002 - Vessels Wheelhouse Logs (aka Deck, Bridge &amp; Captain's Logs)</b>                      These logs document all vessel voyages including: date and time; compass heading; engine revolutions per minute; destination; barometric pressure; wind direction, force; sea condition; and visibility. These logs have legal value and are signed by the master of the vessel.</p> <p>Arranged chronologically.</p>	H	20		The logs are kept current on each individual vessel. Log contents may be included within Regional Information Reports (see item #004).
<p><b>003 - Project Management Files</b>                      This series consists of reports, biological data relating to stock assessment and fishery management, pre-season management outlooks, post season summaries, and correspondence pertaining to State-owned field facilities in all areas of the state.</p> <p>Arrangement varies.</p>	H & E	10	Y	
<p><b>004 - Regional Information Reports</b>                      The Regional Information Report Series was established in 1987 to provide an information access system for all unpublished divisional reports. These reports frequently serve diverse ad hoc informational purposes or archive basic uninterrupted data. To accommodate timely reporting of recently collected information, reports in this series undergo only limited internal review and may contain preliminary data; this information may be subsequently finalized and published.</p>	H & E	20	Y	

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>005 - Emergency Orders (Copies)</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 by report number.</p>	H & E	C	Y	C = Until obsolete, superseded or administrative need is met.
<p><b>006 - GIS Base Maps</b>                      This series consists of digitized base maps of fishing statistical areas, regulatory areas, and sections and are accessed from a file server by division staff. Original maps are produced by the Department of Natural Resources, the US Geological Survey, etc.</p>	H & E	PO	Y	GIS = Geographic Information System
<p><b>007 - Personal Use/Subsistence Permits</b>                      Permits issued by the offices in multiple regions to grant personal use or subsistence harvest of crab or salmon.</p>	H & E	3		Certain data is entered into the IFBD (Integrated Fisheries Database).  Permits (Hardcopy) are stored at the office where the fishery takes place.
<p><b>008 - Shellfish Registration</b>                      The registration is for King, Tanner, Dungeness, Shrimp (pot/beam trawl), and Scallop.</p> <p>This fileset documents participation in commercial shellfish fisheries. Original buoy tag numbers are assigned during the registration process.</p> <p>Forms are maintained in the area office where the fishery takes place. Prince William Sound shrimp and Lower Cook Inlet crab forms completed in Anchorage are sent to the Homer office where management of these fisheries occurs.</p>	H & E	3		Electronic records are maintained within a fishery database on the network.

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<p><b>009 - Shellfish Replacement Tag Affidavit</b>                      This affidavit is submitted by the commercial fisher to report lost tag numbers and request replacement tags and numbers.</p> <p>Forms are maintained in the area office where the fishery takes place. Prince William Sound shrimp and Lower Cook Inlet crab forms completed in Anchorage are sent to the Homer office where management of these fisheries occurs.</p>	H & E	3		Electronic records are maintained within a fishery database on the network.
<p><b>010 - Shellfish Lost Gear Form</b>                      Form submitted by the commercial fisher to report lost gear.</p> <p>Forms are maintained in the area office where the fishery takes place. Prince William Sound shrimp and Lower Cook Inlet crab forms completed in Anchorage are sent to the Homer office where management of these fisheries occurs.</p>	H & E	3		Electronic records are maintained within a fishery database on the network.
<p><b>011 - Shellfish Late Registration Form</b>                      Form submitted by the commercial fisher to the department to request a late registration for participation in commercial shellfish fisheries.</p> <p>Forms are maintained in the area office where the fishery takes place. Prince William Sound shrimp and Lower Cook Inlet crab forms completed in Anchorage are sent to the Homer office where management of these fisheries occurs.</p>	H & E	3		Electronic records are maintained within a fishery database on the network.

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