

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Fish and Game Commercial Fisheries Entry Commission

Authority:	Under AS 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule. If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current <i>State of Alaska General Administrative Records Retention Schedules</i> . If this schedule and the <i>General Administrative Records Retention Schedules</i> do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.
Disposition:	The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the <i>Alaska General Records Retention Schedules</i> , the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.
Archival Value:	Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).
Format and Media:	Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005. Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.
Essential Designation:	Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).
Copies:	Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).
Supersedence:	This schedule supersedes: 11-365.1, Department of Fish and Game, Commerical Fisheries Entry Commission

Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated.		Agency CEO/ Division Director Original signature held on file. Glenn Haight, Commissioner, Commercial Fisheries Entry Commission	Date: 5/25/2023
Attorney General/Designee Original signature held on file.	Date: 10/2/2023	Commissioner of Administration/Designee Original signature held on file.	Date: 12/4/2023
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Hans Zigmund, Director, Division of Finance, Department of Administration	
State Archivist Original signature held on file.	Date: 12/6/2023	Records Analyst Original signature held on file.	Date: 12/6/2023
Karen Gray, State Archivist		Clayton Hainebach, Records Analyst	

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	Research Projects This series consists of narrative reports, such as gross earnings, permit values, Board of Fish reports, optimum number studies, fee memoranda, and distribution studies.	15		Destroy records fifteen years after project completed. May be confidential per AS 16.05.815, AS 40.25.120, and 20 AAC 05.1930.
2	Fishery Limitation Files Consists of petitions; recordings of informal meetings, public hearings, public service announcements, and interviews; memoranda; correspondence; point scheme proposals.	Permanent		Transfer to the Alaska State Archives ten years after final adjudicatory appeal period in the fishery. May be confidential per AS 16.05.815, AS 40.25.120, and 20 AAC 05.1930.
3	Entry Permit Applications Consists of application form and submitted materials, correspondence, classification notice, certified mail affidavits, and requests for hearing. May become part of Permanent Licensing File if granted.	10	Yes	Destroy records ten years after final permit is issued or final adjudicatory appeal period has run in that fishery. May be confidential per AS 40.25.120, AS 16.43.975, AS 16.05.815, and 20 AAC 05.1930.
4	Fish Tickets Fish tickets document landing information (species, poundage, catch location, by whom, etc.) and are completed by the processor.	20		Destroy records twenty years after submission. Confidential per AS 16.05.815 and 20 AAC 05.1930.

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5	Licensing Files Contain the official permit file for each fisher; includes annual filings, renewals relating to vessel licenses, permit history, and transfer documents. Includes commercial (DR234), gear (DR233), and vessel (DR232) license files.	20	Yes	Destroy records twenty years after permit holder ceases to fish (i.e., fisher ceases to hold a valid permit). Portions held confidential per AS 16.05.815, AS 40.25.120, and 20 AAC 05.1930.
6	Commission Decisions Final hearing officer, paralegal, and commissioner decisions, and preliminary orders and related cover letters. Final decisions are saved into the Commission's ComDec database.	Permanent	Yes	Retain records permanently at the agency.

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.