



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: 368 Schedule No: 11-368.1

DEPARTMENT OF FISH AND GAME
 OFFICE OF THE COMMISSIONER
 368 - OFFICE OF THE COMMISSIONER

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 #110203.

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 10/10/06
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>001 - Subject and Correspondence Files This series consists of correspondence with departmental divisions, executive agencies, federal, international and Native organizations. Includes information related to the administration of Departmental programs and special projects.</p> <p>Arranged according to a subject classification system.</p>		PA		<p>Transfer copy of File System Outline with each shipment to records center.</p> <p>Certain documents may be confidential under the Alaska Constitution, Article 1, Section 22 (Attorney/Client Privilege) and Alaska Statute 39.52.340 (Ethics).</p> <p>Annual accrual rate is approximately 8-9 cubic feet.</p> <p>Refer also to the Commissioner General Administrative Records Retention Schedule.</p>
<p>002 - Deputization Files This series includes affidavits, photographs and statements regarding department employees that have enforcement duties, such as Fish and Game Wildlife Officers and Peace Officers, under provisions of AS 16.05.150.</p> <p>Arranged alphabetically by employee.</p>		C		<p>C = Until employee terminates with department and all administrative need is met.</p> <p>If employee is reemployed by department, must be redeputized.</p> <p>Records in the custody of the Criminal Justice Planners, Sport Fish Division, Anchorage.</p>
<p>003 - Memorandum of Agreement/Understanding Files This series documents cooperative agreements/projects between the department and other agencies - state, federal and international.</p> <p>Arranged alphabetically by organization.</p>		C+3		<p>C = Until agreement/project is terminated.</p> <p>Under AS 09.10.053 the Statute of Limitations on contract is 3 years.</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>Retention Key</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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</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>004 - United States/Canada Files This series includes historical files on the Pacific Salmon Commission, joint panel treaty negotiation correspondence and general US/Canada information.</p> <p>Arranged by calendar year alphabetically by employee.</p>		PA		Annual accrual rate is approximately 8 - 9 cubic feet.

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