



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: 371      Schedule No: 11-371.1**

DEPARTMENT OF FISH AND GAME  
 DIVISION OF COMMERCIAL FISHERIES

371 - FISHERIES MONITORING, PERMITTING, AND DEVELOPMENT

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 may be confidential under AS 16.05.815. This schedule supersedes #112501.

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.

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

| Item No - Record Series Title & Description   | Format | Total Retention | Bus. Ess. | Remarks  |
|---|--------|-----------------|-----------|--|
| <p><b>001 - Private Non-Profit Hatchery Files</b><br/>                     Consists of preliminary/final permit application, post permit approval correspondence, pathology reports, public hearing records, annual reports and basic management plans.</p> <p>Arranged alphabetically by name of hatchery.</p>   | H      | PA              | Y         | Annual accrual rate is less than one cubic foot.<br><br>Currently there are 29 hatcheries operated by private nonprofit corporations.  |
| <p><b>002 - Denied/Not Accepted Permit Application Files</b><br/>                     Consists of preliminary application, public hearing records and correspondence.</p> <p>Arranged alphabetically by name of hatchery.</p>   | H      | C+6             | Y         | C = Until permit is denied/not accepted.   |
| <p><b>003 - Regional Comprehensive Plan Files</b><br/>                     Prepared jointly by State and private nonprofit aquaculture association teams. Includes the phase developments for specific regions.</p> <p>Arranged by region.</p>  | H      | PA              | Y         | Annual accrual rate is approximately one cubic foot.   |
| <p><b>004 - Fish Resource Permits Files</b><br/>                     Under AS 16.05.930 the Department may issue a special permit for the collection or exportation of fish and game for scientific or educational purposes; or for propagation or exhibition purposes. The Commissioner signs and approves this permit. Series includes copy of permit and all relevant backup/correspondence documenting reason for permit request. Requestors include: schools, companies, researchers and State employees.</p> <p>Arranged alphabetically by applicant.</p> | H      | C+10            |           | C = Until permit expires.  |
| <p><b>005.1 - Fish Transportation Permit Files (Originals)</b><br/>                     Anyone who wants to move live fish or export from the state must have a transportation permit. The majority of the permittees are in-state hatcheries. School hatchery projects also are permitted.</p> <p>Arranged numerically within each region.</p>   | H      | C+5             | Y         | C= Until permit expires.<br><br>There is an administrative requirement to know previous history transport of particular stock. Some of this information is input into a Fish Transport Database. |

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.

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| <p><b>Retention Key</b></p> <p>A = Until Audit<br/>                     C = Cut-off event/date<br/>                     CY = Current Year<br/>                     CFY = Current Fiscal Year<br/>                     PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)<br/>                     S = Until Scanned<br/>                     T = Transfer<br/>                     TO = Term of Office</p> | <p><b>Format Key</b></p> <p>H = Hardcopy<br/>                     E = Electronic<br/>                     D = Database<br/>                     M = Microform</p> | <p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response<br/>                     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>005.2 - Fish Transportation Permit Files (Scanned Copy)</b><br/>                     Anyone who wants to move live fish or export from the state must have a transportation permit. The majority of the permittees are in-state hatcheries. School hatchery projects also are permitted.</p> <p>Arranged numerically within each region.</p>  | E      | PO              | Y         | There is an administrative requirement to know previous history transport of particular stock. Some of this information is input into a Fish Transport Database. |
| <p><b>006 - Hatchery Fish Production Database</b><br/>                     Hatcheries submit their annual reports to the section and certain fields are input into this database. Information captured includes numbers of: eggs taken, fish released and adults returning to the hatchery on an annual basis.</p>  | D      | PO              | Y         |  |
| <p><b>007 - Mariculture Database</b><br/>                     Consists of all mariculture program aquatic farm and hatchery permits including associated permits such as shellfish transport and oyster spat transport permits. The purpose of this database is to monitor the program and regulate the industry; it captures the following information: number of aquatic farm permit applications, new farm permits issued, permits pending/still in progress, total permitted aquatic farms, shellfish hatcheries/nurseries, farm/hatchery major amendments applications, etc.</p> | D      | PO              | Y         |  |

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