

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Fish and Game
Division of Commercial Fisheries
Statewide Aquaculture Planning and Permitting Section

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 *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* 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 *Alaska General Records Retention Schedules*, 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: 11-371.1, Fisheries Monitoring, Permitting, and Development

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 <i>Original signature held on file.</i>	Date: 10/2/2019
		Samuel Rabung, Division Director, Division of Commercial Fisheries, Dept. of Fish and Game	
Attorney General/Designee <i>Original signature held on file.</i>	Date: 12/17/2019	Commissioner of Administration/Designee <i>Original signature held on file.</i>	Date: 10/3/2019
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Hans Zigmund, Division Director, Division of Finance, Department of Administration	
State Archivist <i>Original signature held on file.</i>	Date: 12/20/2019	Records Analyst <i>Original signature held on file.</i>	Date: 12/20/2019
Karen Gray, State Archivist		Jennifer Treadway, State Records Manager	

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Private Nonprofit Hatchery Permit Records</p> <p>This series consists of preliminary/final permit applications, review comments, correspondence, public hearing records, hatchery permit/basic management plans, annual management plans, permit alterations, and evaluations. Records also include closed permits, denied and not accepted applications.</p>	Permanent	Yes	Retain records permanently in the office.
2	<p>Private Nonprofit Hatchery Annual Reports</p> <p>This series consists of reports related to egg take, rearing, and release numbers. Broodstock and fisheries contribution, and forecast numbers are included.</p>	Permanent	Yes	Retain records permanently in the office.
3	<p>Statewide Aquaculture Databases</p> <p>Incorporates all annual report information.</p>	Permanent	Yes	Retain records permanently in the office.
4	<p>Regional Comprehensive Plan Records</p> <p>Prepared jointly by Alaska Department of Fish and Game and private nonprofit aquaculture association teams. Records include the phase developments for specific regions.</p>	Permanent		Retain records permanently in the office.
5	<p>Aquatic Resource Permits Records</p> <p>The Department issues permits for the collection or exportation of fish and game for scientific, educational, propagation, or exhibition purposes. Records consist of permits, study plans, correspondence, reviewer comments, and reports. Applicants include schools, private companies, and researchers.</p>	30		Dispose of records thirty years after permit expired.

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.

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
6	<p>Fish Transportation Permit Records</p> <p>Transport permits are issued by the Division for egg takes, transports, and releases to anyone who wants to move live fish or eggs or export them out of the state. Permittees may include in-state hatcheries, and research and school projects.</p>	50	Yes	<p>Dispose of records fifty years after permit expired.</p> <p>Some information from source documents may be retained in Item 3 (Statewide Aquaculture Databases).</p>
7	<p>Aquatic Farm and Hatchery Permit Records</p> <p>Records consist of files for each current aquatic farm and hatchery operation. The active files include operation permits and amendments, annual reports, site inspection/compliance documents, correspondence, hatchery basic management plans, and annual management plans. The inactive files include applications and reviews for proposed operation permits and amendments, past operation permits and reviews, renewals, and miscellaneous records. This series also includes closed permits, denied and not accepted applications.</p> <p>Data collected may include shellfish and aquatic plant aquatic farm and hatchery operation permits, stock transport permits, stock acquisition permits, and operation annual reports.</p>	50	Yes	<p>Dispose of records fifty years after permit expired.</p> <p>Some information from source documents may be retained in Item 3 (Statewide Aquaculture Databases).</p>
8	<p>Aquatic Stock Transport and Acquisition Permits</p> <p>Permits are issued annually for transports to, from, or between an aquatic farm or hatchery. Permits are also issued for acquisitions of wild stock from outside of a permitted site for broodstock or seedstock to an aquatic farm or hatchery.</p>	20	Yes	<p>Dispose of records twenty years after permit expired.</p> <p>Some information from source documents may be retained in Item 3 (Statewide Aquaculture Databases).</p>

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Department of Fish and Game; Division of Commercial Fisheries, Statewide Aquaculture Planning and Permitting Section

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
9	Seed Supplier Certification/Approval Records Suppliers of seedstock are required to have an acceptable disease history including a health examination of stock prior to transport in-state and shipment from out of state. Records consist of examination reports, correspondence, certification/approval letters, and inspection reports.	10	Yes	Dispose of records ten years after certification/approval has expired.

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.