



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: 373      Schedule No: 11-373.1**

DEPARTMENT OF FISH AND GAME  
 DIVISION OF WILDLIFE CONSERVATION  
 373 - HEADQUARTERS

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 indicated all records series are nonconfidential. This schedule supersedes #112902.

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 9/29/06
Attorney General/Designee <i>Original signature held on file.</i>	Date 10/17/06	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 10/26/06
State Archivist <i>Original signature held on file.</i>	Date 10/30/06	Records Analyst <i>Original signature held on file.</i> Date 9/15/06

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - Regulation Files (Proposed)</b>                      Regulation Files Proposed: Consists of notice of proposed regulations, proposal booklets, affidavits and correspondence.                       Arranged numerically.</p>		5		<p>Office of Record is the Board of Game.                       Copies are located in the regional offices.</p>
<p><b>001.2 - Regulation Files (Permanent &amp; Emergency)</b>                      Regulation Files Permanent: Copies only. Includes notice of adoption of regulation.</p>		C		<p>C = Until obsolete, superseded or administrative/management need is met.                       Office of Record is the Department of Law.                       Office of Record of the emergency regulation if it becomes law is the Lt. Governor.</p>
<p><b>002.1 - Emergency Orders (Originals)</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.                       Arranged numerically.</p>		PA	Y	<p>Original are retained in regional offices; however record copies are sent to Headquarters for placement in the "Master File."                       Emergency Orders can be found online at the Division of Wildlife Conservation's homepage.</p>
<p><b>002.2 - 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.                       Arranged numerically.</p>		C	Y	<p>C = Until obsolete, superseded or administrative/management need is met.</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><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>003 - Endangered and Threatened Species Files</b>                      This series documents the rationale as to why a species is listed and/or de-listed "endangered and threatened". Consists of analyses, reports, news clippings, correspondence and other backup.                       Arranged alphabetically by species.</p>		PA	Y	C = Until obsolete, superseded or administrative/management need is met.  Annual accrual rate is less than 1 cubic foot.  Copies are located in the regional offices.
<p><b>004 - Game Species Files</b>                      This series consists of a topical file of big (moose, caribou and bear) and small (mink, marten, otter) fur bearers. Includes historical research, increments and decrements to populations, scientific data, correspondence and other general information.                       Arranged alphabetically by species.</p>		PA		C = Until obsolete, superseded or administrative/management need is met.  Annual accrual rate is less than 1 cubic foot.
<p><b>005 - Marine Mammals Management &amp; Research Records</b>                      This series consists of documents relating to the Department's marine mammal research and conservation programs and includes: correspondence, management/research reports, photographs, reference materials, etc.                       Arranged according to a subject file classification system.</p>		PA		C = Until obsolete, superseded or administrative/management need is met.  This program is administered out of the Fairbanks Region III office.
<p><b>006 - Scientific Collecting Permits</b>                      Statutory Authority: AS 16.05.340. The Commissioner may issue permits for scientific, propagative or educational purposes.                       Arranged by calendar year and then alphabetically by permittee surname.</p>		C+10		C = Until permit expires.
<p><b>007 - Federal Aid Project Statements</b>                      The US Fish &amp; Wildlife Service (USF&amp;WS) provides the largest portion of federal aid to the division. This series consists of federal aid grant documentation and includes the project statement.</p>		C+10		C = Until obsolete, superseded or administrative/management need is met.

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<p><b>008 - Reports</b>                      This series consists of the following reports: project annual (submitted to the USF&amp; WS); management; survey and inventory reports.                       Arranged chronologically.</p>		PO		<p>One copy is maintained permanently in the office; all other copies are disposed after administrative need is met.</p> <p>Copies of the survey and inventory reports are sent to the Alaska State Library as part of the Depository program. Copies of the annual reports are sent to the regional offices.</p>
<p><b>009 - Special Project Files</b>                      This series consists of correspondence and information related to the administration of agency programs; or special projects/issues such as oil/gas development in the Arctic National Wildlife Refuge, timber harvest in Southeast and Southcentral forests, and impacts of groundfish harvesting on marine mammals and other resources management and allocation issues.</p>		PA	Y	<p>Other special projects include but are not limited to: Brown Bear Studies on the Katmai Coast; Stellar Sea Lion Recovery Studies; Caribou Studies, Management &amp; Monitoring; Harbor Seal investigations; Deer Genetic Studies; Steller's Eider Population; Subsistence Species Population Monitoring (Caribou, Sheep, Moose); Tule White-Fronted Geese; Pacific Walrus Studies; Wolverine Population and Demographics on the Kenai Peninsula.</p> <p>Final reports may be published as a result of these special projects.</p>

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