



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 379      Schedule No: 11-379.1**

DEPARTMENT OF FISH AND GAME  
 DIVISION OF SPORT FISH  
 379 - REGIONAL OFFICES

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.

All records series are nonconfidential. This schedule supersedes #111802.

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 1/22/07
Attorney General/Designee <i>Original signature held on file.</i>	Date 3/9/07	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 3/19/07
State Archivist <i>Original signature held on file.</i>	Date 3/11/07	Records Analyst <i>Original signature held on file.</i> Date 1/19/07

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - 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 under AS 16.05.060.</p> <p>Arranged numerically.</p>		C		<p>C = Until obsolete, superseded or administrative need is met.</p> <p>Originals are administered in Headquarters.</p>
<p><b>002 - Regulation Files, Permanent &amp; Emergency (Copies)</b>                      Includes notice of adoption of regulation.</p> <p>Arranged numerically.</p>		C		<p>C = Until obsolete, superseded or administrative need is met.</p> <p>Headquarters administers Fish &amp; Game Record Copy. A copy is also administered in the Department of Law; and, if the emergency regulation becomes law Office of Record is the Lt. Governor.</p>
<p><b>003 - Research Raw Data</b>                      Fish counts; tag recovery; spawning studies; age, weight and length samples (AWL); habitat information; harvest information; guide registration. Most data is input into databases used by Research and Technical Services to produce final reports.</p>		C+10	Y	<p>C = Until obsolete, superseded or administrative need is met.</p> <p>Information from this file set may be published in final reports, refer to item #005.</p>
<p><b>004 - Aquaculture &amp; Hatchery Program Files</b>                      The division currently administers three state hatcheries: one in Southeast (Crystal Lake) and two in Anchorage (Ft. Richardson and Elmendorf). Includes brood stock, fish release, and hatchery harvest information.</p>		C+5		<p>C = After program is concluded.</p>
<p><b>005.1 - Research and Technical Services (RTS) Final Reports (Hardcopy)</b>                      This series includes the Fishery Data Series, Fishery Manuscripts, Fishery Management Reports, Special Publications, and Professional Papers. All reports are printed out; hardcopies and PDF's are transmitted annually to the Alaska State Library and the Alaska Research Library Information System (ARLIS).</p>	H	S	Y	<p>S = After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed.</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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>005.2 - Research and Technical Services (RTS) Final Reports (Electronic &amp; CD)</b>                      This series includes the Fishery Data Series, Fishery Manuscripts, Fishery Management Reports, Special Publications, and Professional Papers. All reports are printed out; hardcopies and PDF's are transmitted annually to the Alaska State Library and the Alaska Research Library Information System (ARLIS).</p>	E	PA	Y	Reports are administered on the Sport Fish Anchorage (SFANC) network and also archived on CD. CDs include all PDF, WORD, and Excel documents that comprise each report and are stored on site.
<p><b>006 - Land Management Files</b>                      This series consists of land conveyances, a process which began in 1976, and documents the basis for the division's standing in each land transfer, based on previously established position.</p> <p>Arrangement varies: alphabetically by allottee's last name; geographically by regional/village corporation, or borough/municipality; and, numerical by DNR ADL # on preference rights.</p>		PO	Y	These records are litigation sensitive and may contain confidential material under Article I, Section 22, Alaska State Constitution.  Records date from 1976.
<p><b>007 - Special Areas Files</b>                      This series documents special area permit and planning files on State Game Refuges, Critical Habitat Areas and Sanctuaries. Provides an administrative and historic record regarding the purposes for which areas were established, the evolution of compatible uses and the basis for permit decisions on resource development and use proposals under 5 AAC 95.</p> <p>Arranged numerically by Management Plan.</p>		PO	Y	Records date from 1973.  Refer also to the schedule for the Division of Habitat.
<p><b>008.1 - Statewide Harvest Survey (Paper)</b>                      An annual mail out survey of sport fish anglers, both resident and nonresident. All returned surveys are scanned into Statewide Harvest Survey (SWHS) database administered out of Anchorage.</p>		3		Confidential under AS 16.05.815 (Confidential nature of certain reports and records).

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>008.2 - Statewide Harvest Survey (Database)</b>                      An annual mail out survey of sport fish anglers, both resident and nonresident. All returned surveys are scanned into Statewide Harvest Survey (SWHS) database administered out of Anchorage.</p> <p>Arranged by date keyed.</p>	D	C		<p>C = Until information complies with authorized records retention requirements under AS 40.21 (Management &amp; Preservation of Public Records) and 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>Confidential under AS 16.05.815 (Confidential nature of certain reports and records).</p>
<p><b>009 - Charter Guide Logbook Program</b>                      This series consists of salt water and fresh water logbooks collected from charters. They include the name of the vessel, license number, pertinent vessel information, number of fish harvested, and the location of fish harvested. Entered into MS Access logbook database.</p> <p>Numeric by logbook number.</p>	H & E	PO		<p>Records begin with CY 1998 files. Originals are administered at Research Technical Services in Anchorage for reference.</p> <p>Documents are scanned/verified to archival quality Compact Disc (CD).</p> <p>The agency will ensure proper safeguards and procedures are in place to facilitate access, including refreshing media and migrating information to new applications/technologies/media.</p> <p>Confidential under AS 16.05.490 and AS 16.40.280.</p>

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