



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: 660 Schedule No: 11-660.1

DEPARTMENT OF FISH AND GAME
 660 - DIVISION OF HABITAT

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 #113700.

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 9/22/09
Attorney General/Designee <i>Original signature held on file.</i>	Date 10/27/09	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 11/4/09
State Archivist <i>Original signature held on file.</i>	Date 11/6/09	Records Analyst <i>Original signature held on file.</i> Date 9/22/09

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - ACMP Reviews These are project reviews that are coordinated through the Division of Coastal & Ocean Management, DNR that do not require a permit from Habitat.</p> <p>Arranged by Habitat State identification number.</p>		C+20		<p>C = After the review is concluded.</p> <p>Certain information from this series is entered into the Permit Tracking System, item #010.</p>
<p>002 - Title 16 Permits This series consists of permits issued to protect and conserve Alaska fish and game populations and their habitats within anadromous fish streams and to ensure that human activities within all fish streams do not impede the free and efficient passage of fish.</p> <p>Arranged by permit number.</p>		PO	Y	<p>Permits issued from KRC (Soldotna/Kenai) are filed according to tax parcel ID or organization names that have projects that involved multiple areas (i.e. Alaska Railroad, ADOT, etc.)</p> <p>Certain information from this series is entered into the Permit Tracking System, item #010.</p>
<p>003 - Corps of Engineer (COE) Permit Files These project reviews are initiated by the Corps of Engineers. Some only require Habitat comments; others require Habitat permitting.</p> <p>Arranged alphabetically by COE Waterway and numerically.</p>		C+35		<p>C = After the permit expires.</p> <p>Office of Record for the federal government is the Corps of Engineers.</p> <p>Justification for "C+35" retention: Administrative need. These projects continually re-occur and Office needs historical information.</p> <p>Certain information from this series is entered into the Permit Tracking System, item #010.</p>
<p>004 - Other Federal or State Agency Permits These permits include DNR water rights; misc. land use permits; EPA/NPDES permits; US Forest Service permits such as access, construction of recreational cabins and timber harvest; DEC wastewater discharge permits; pesticides use applications, etc.</p> <p>Arranged under a subject classification system.</p>		C+6		<p>C = After the permit expires.</p> <p>Certain information from this series is entered into the Permit Tracking System, item #010.</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 align="center">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 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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<p>005 - Land Planning Files This series consists of ACMP and State Area Plans. Arranged under a subject classification system.</p>		C+10		<p>C = Until the review is completed or all administrative need has been met. Maintaining an historical perspective is important to the ongoing review process.</p>
<p>006 - Anadromous Waters Files Stream-specific reference material used to research fishery values for pending resources development proposals which require review and approval by the department under AS 16.05.841-.861 and AS 16.05.871-.901. This series documents the chronological history of permitting decisions on individual anadromous streams. Arranged by stream number.</p>		PA	Y	<p>C = Until obsolete, superseded or administrative need is met. Certain information from this series is entered into the AWC, item #007.</p>
<p>007 - Anadromous Water Cataloging System (AWC) The catalog of water important to spawning, rearing or migration of anadromous fishes, (aka AWC or ANAD) contains information on streams, rivers and lakes documented as used by anadromous fish for spawning, rearing and migration. Consists of a Geographic Information System and includes location of anadromous fish water, fish species using the waters and fish live history phases for which the waters are used.</p>	E	PO	Y	<p>Refer to 4 AAC 59.005 Retention & Preservation of Electronic Records.</p>
<p>008 - Oil & Gas Lease Files This series consists of state and federal oil and gas lease sale proposals that document the department's efforts to promote mitigation measures to protect fish and wildlife resources, habitats, and harvest activities. Arranged alphabetically by Lease Sale Area.</p>		PA	Y	<p>C = Until obsolete, superseded or administrative need is met.</p>

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<p>009 - Special Areas Files 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	Refer to 4 AAC 59.005 Retention & Preservation of Electronic Records. Certain information from this series is entered into the Permit Tracking System, item #010.
<p>010 - Permit Tracking System The purpose of the Permit Tracking System is to document the ACMP, EPA/NPDES, Fish Habitat Title 16, etc. reviews. This system captures review action data including agency staff involved, times, final actions, recommendations, and is used to generate annual permit summary reports, reports for the legislature and other management products.</p>	E	PO	Y	Refer to 4 AAC 59.005 Retention & Preservation of Electronic Records. The Anchorage, Fairbanks, Juneau, Soldotna, Palmer, and Craig offices utilize this MS Access database.
<p>011 - Cabin Tracking This system consists of an inventory of all cabins and structures that have been constructed on State Special Areas (Refuges, Critical Habitats, or Sanctuaries) and includes structure: owner, address, condition, permit status and photograph.</p>	E	PO	Y	Refer to 4 AAC 59.005 Retention & Preservation of Electronic Records.
<p>012 - Kenai River Development Inventory This system consists of an inventory of all structures that have been constructed in or adjacent to the Kenai River and includes structure: owner, address, condition, permit status and photograph.</p>	E	PO	Y	Refer to 4 AAC 59.005 Retention & Preservation of Electronic Records.

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