

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Fish and Game Habitat 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 <i>State of Alaska General Administrative Records Retention Schedules</i> . If this schedule and the <i>General Administrative Records Retention Schedules</i> 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 <i>Alaska General Records Retention Schedules</i> , 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: 11-660.1, Department of Fish and Game, Division of Habitat

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 Original signature held on file. Ben Mulligan, Deputy Commissioner, Department of Fish and Game	Date: 5/18/2023
Attorney General/Designee Original signature held on file.	Date: 10/2/2023	Commissioner of Administration/Designee Original signature held on file.	Date: 10/27/2023
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Hans Zigmund, Director, Division of Finance, Department of Administration	
State Archivist Original signature held on file.	Date: 10/31/2023	Records Analyst Original signature held on file.	Date: 10/31/2023
Karen Gray, State Archivist		Clayton Hainebach, Records Analyst	

Department of Fish and Game; Habitat Section

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	Fish Habitat Permits This series consists of permits and concurrences 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-bearing water bodies do not impede the free and efficient passage of fish. This series may also include other formal correspondence related to Fish Habitat permitting including permit applications, permit determinations, permit denials, and notices of violation.	Permanent	Yes	Retain records permanently with agency.
2	Federal and State Agency Permits This series consists of Alaska Department of Fish and Game (ADF&G) Habitat comments and other correspondence related to permit reviews initiated by other state or federal resource agencies, including the US Army Corps of Engineers. This series also consists of ADF&G Habitat comments on Alaska Department of Natural Resources (ADNR) permits, US Forest Service permits, and Alaska Department of Environmental Conservation (ADEC) permits.	10		Dispose of records ten years after permit issuance.
3	Anadromous Waters Stream Files This series documents permitting decisions and development proposal reviews on individual anadromous streams.	Permanent	Yes	Retain records permanently with agency. This record series is unique to the Anchorage regional office.

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
4	Oil & Gas Lease Files This series consists of ADF&G comments on state and federal oil and gas lease sale proposals; the comments document the department's efforts to promote mitigation measures to protect fish and wildlife resources, habitats, and harvest activities.	Permanent	Yes	Transfer to Alaska State Archives twenty years after comments submitted.
5	Special Areas Files This series consists of Special Area Permit and planning files for State Game Refuges, Critical Habitat Areas, and Sanctuaries. This series may include formal correspondence related to Special Area permitting, including permit applications, permit determinations, permit denials, and notices of violation. This series includes records regarding the purposes for which areas were established, the evolution of compatible uses, and the bases for permit decisions on resource development and use proposals under 5 AAC 95.	Permanent	Yes	Retain records permanently with agency.
6	Permit Tracking Database and Reports This series consists of data in the permit tracking database, including review data, data on project type and location, the agency staff involved, the review timeline, and final actions, and that database includes data that is used to generate annual permit summary reports, reports for the legislature, and other management reports.	Permanent	Yes	Retain records permanently with agency. The purpose of the permit tracking system is to document Habitat Permitting and other agency reviews.

Records Retention Schedule**Schedule # 11-660.2****Agency ID #: 660****Page 4 of 4**

Department of Fish and Game; Habitat Section

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
7	Personal Use Cabin Files This system consists of an inventory of personal use cabins and structures that have been constructed in State Special Areas (i.e., Refuges, Critical Habitats, or Sanctuaries) and includes photographs and information about structure owner, address, condition, and permit status.	Permanent	Yes	Retain records permanently with agency.
8	Forest Resource and Practices Act (FRPA) Files This series consists of comments provided to ADNR on proposed timber harvest activities, FRPA inspection reports, annual reports, and correspondence related to FRPA.	10	Yes	Dispose of records ten years after the date on the document.

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