

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Natural Resources
Division of Parks and Outdoor Recreation
Central Office

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: 10-342.1, Department of Natural Resources, Division of Parks and Outdoor Recreation, Central Office

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: 9/9/2020
		Ricky Gease, Director, Department of Natural Resources, Division of Parks and Outdoor Recreation	
Attorney General/Designee <i>Original signature held on file.</i>	Date: 3/18/2021	Commissioner of Administration/Designee <i>Original signature held on file.</i>	Date: 9/28/2020
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Hans Zigmund, Director, Division of Finance, Department of Administration	
State Archivist <i>Original signature held on file.</i>	Date: 3/31/2021	Records Analyst <i>Original signature held on file.</i>	Date: 3/31/2021
Karen Gray, State Archivist		Jennifer Treadway, State Records Manager	

Department of Natural Resources; Division of Parks and Outdoor Recreation; Central Office

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Project Files</p> <p>This series consists of design and construction project files, construction field books, construction engineering drawings, local service roads, and trails project.</p>	50	Yes	Dispose of records fifty years after date created.
2	<p>Land and Water Conservation Fund Field Audit/Inspection Files</p> <p>This series consists of abbreviated copies of specific items from the main project files (item 1), which are used by staff when performing onsite inspections.</p>	3		Dispose of records three years after the project has concluded or facility has closed.
3	<p>Cabin/Campsite/Facility Reservations</p> <p>This series documents real-time statewide cabin, campsite, and facility reservations for all division owned and maintained cabins.</p>	3		Dispose of records three years after obsolete, superseded or administrative need is met.
4	<p>Investigative Case Reports and Backup</p> <p>This series documents all Park Ranger investigations and consists of the following: interview notes, copies of court documents, evidence, cataloging data, correspondence, form 12-201, digital photographs, digital audio files, and other related materials.</p>	50		Dispose of records fifty years after case closed.
5	<p>Motor Vehicle Accident Files</p> <p>This series contains accident reports, photos, notes, and other documentation on the accident.</p>	50		Dispose of records fifty years after case closed.

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.

Department of Natural Resources; Division of Parks and Outdoor Recreation; Central Office

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
6	<p>Impound Records</p> <p>This series documents vehicles that have been issued impound notices by Park Rangers including, but not limited to, form 12-218.</p>	3		Dispose of records three years after vehicle has been released or disposed of.
7	<p>Permits</p> <p>This series contains commercial use permits issued for commercial activities including, but not limited to, guided activities, charter services, transportation services, and outfitting, supply, or equipment sales or rentals within state parks as well as special use permits.</p>	3		Dispose of records three 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.