



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: 536 Schedule No: 10-536.1

DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF SUPPORT SERVICES
 536 - OFFICE OF THE STATE RECORDER

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 #103402.

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 7/13/09
Attorney General/Designee <i>Original signature held on file.</i>	Date 7/22/09	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 8/13/09
State Archivist <i>Original signature held on file.</i>	Date 9/14/09	Records Analyst <i>Original signature held on file.</i> Date 4/16/09

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Recorded Documents (Originals) This records series consists of all original recorded documents from the time they are recorded until they are returned to the designated party.</p>		C	Y	<p>C = Until original documents are returned to the submitting party under AS40.17.030(a)(6).</p> <p>Original recorded documents are scanned and image captured electronically. Two rolls of Infrared masters are created from scanned document image using image writing equipment. One roll of master film is transferred to State Archives. Agency retains one master film permanently for duplication and reference purposes. Any document meeting minimum acceptance criteria according to 11 AAC 06.040 is accepted for recording.</p>
<p>001.2 - Recorded Documents (Master Microfilm - 16mm; Historic - 16mm/35mm; Aperture Cards) This records series consists of all original recorded documents from the time they are recorded until they are returned to the designated party.</p>		PA	Y	
<p>001.3 - Recorded Documents (Digital Image & Duplicate Master Microfilm - 16mm/35mm) This records series consists of all original recorded documents from the time they are recorded until they are returned to the designated party.</p>		PO	Y	

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>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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>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>002.1 - Filed Documents (Originals) The following are types of filed documents: Financing Statements; Financing Statement Amendments; Continuations; Releases; Partial Releases; Terminations; etc.</p>		C	Y	<p>C = For the life of the document. If documents are unfiled, destroy one year after document has been lapsed under AS 45.29.515. UCC documents are microfilmed; originals are retained for the life of the document.</p> <p>Original filed documents are scanned and image captured electronically. Two rolls of Infrared master roll film are created from scanned document image using image writing equipment. One roll of master film is transferred to State Archives. Agency retains one master film permanently for duplication and reference purposes.</p>
<p>002.2 - Filed Documents (Master Microfilm - 16mm; Historic - 16mm; Aperture Cards) The following are types of filed documents: Financing Statements; Financing Statement Amendments; Continuations; Releases; Partial Releases; Terminations; etc.</p>		PA	Y	
<p>002.3 - Filed Documents (Digital Image & Duplicate Master Microfilm - 16mm; Historic 16mm; Aperture Cards) The following are types of filed documents: Financing Statements; Financing Statement Amendments; Continuations; Releases; Partial Releases; Terminations; etc.</p>		PO	Y	

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003.1 - Filed & Recorded Plats (Originals) Plats and their attachments become the property of the State of Alaska Recorders Office upon filing under 11 AAC 06.070(b).		PO	Y	An electronic image is created from an engineering scanner, then released to a secure DNR server for public viewing via the Internet. CD-ROM's of the images may be produced and sold for customer use upon written request. All plat images are available on the Internet. An outside contractor creates master microfilm of each plat image on a large scale map camera.
003.2 - Filed & Recorded Plats (Master Microfilm - 35mm; Historic 35mm; Aperture Cards) Plats and their attachments become the property of the State of Alaska Recorders Office upon filing under 11 AAC 06.070(b).		PA	Y	
003.3 - Filed & Recorded Plats (Digital Image & Duplicate Master Microfilm - 35mm; Historic 35mm; Aperture Cards) Plats and their attachments become the property of the State of Alaska Recorders Office upon filing under 11 AAC 06.070(b).		PO	Y	

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<p>004.1 - Original Book Records & Master Microfilm This series consists of all bound transcripts or photostatic images of recorded documents, and in some cases original documents, and their handwritten bound indices for documents recorded prior to approximately 1971 (before microfilming became standard) for all 34 recording districts.</p>		PA	Y	If not microfilmed in a reproducible format, originals must be permanently kept available in office to comply with public access requirements under AS 40.17.010(a)(1). Original book records are being scanned and contents captured electronically. Two rolls of Infrared masters are created from scanned document images using image writing equipment. One roll of master film is transferred to State Archives. Agency retains one master film permanently for duplication and reference purposes. (As of March 2009 88% of this record series has been converted.)
<p>004.2 - Original Book Records & Master Microfilm (Electronic Digital Images & Duplicate "Silver Masters" 16mm/35mm) This series consists of all bound transcripts or photostatic images of recorded documents, and in some cases original documents, and their handwritten bound indices for documents recorded prior to approximately 1971 (before microfilming became standard) for all 34 recording districts.</p>		PO	Y	
<p>005 - Grantor/Grantee/Location Index (Electronic) This series represents all index data from approximately 1971 thru current.</p>		PO	Y	The Land Records Information Section (LRIS) retains all index information and maintains backup storage from 1971 thru current. Magnetic Tape and COM are no longer used.

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006 - Reports Management reports and Recorder/UCC edit reports generated by LRIS.		C		C = Until obsolete, superseded or administrative/management need has been met. LRIS = Land Records Information System
007 - Employee Evaluation Working Files This series consists of all documentation, notes and examples used to assist supervisor in finalizing an evaluation narrative. Arranged alphabetically by employee's last name.		1		Confidential under AS 39.25.080. Refer also to the General Administrative Records Retention Schedule for other personnel records.
008 - Employee Statistical Forms Any form created to measure individual employee performance for comparison against evaluation criteria.		C		C = Until business need is concluded.
009 - Workflow Logs (Employee) & Files (Supervisor) Employee office workflow logs include: mail back, search, plat, electronic databases and data sheets. Supervisor workflow files that track and monitor statistical data for their office include: workflow, spreadsheets, batch headers, customer surveys, supply requests, etc.		C		C = Until business need is concluded.
010.1 - Master Index (Original) Includes master microfilm roll index, a single report which is updated on an ongoing basis to identify all original microfilm rolls and their contents for all districts statewide.		PO	Y	Scanned images of electronic spreadsheets are backed up on the mainframe for disaster protection and stored offsite.
010.2 - Master Index (Duplicate) Includes master microfilm roll index, a single report which is updated on an ongoing basis to identify all original microfilm rolls and their contents for all districts statewide.		PA	Y	
011 - Cash Management Deposit, Refunds & Balance Items Copies of deposit information and individual drawer information. This agency backup information is available online and in DNR's Revenue & Billing System.		1		Record copy administered by Support Services.

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012 - Rejection Letters Duplicate notices of document unacceptability issued when unprocessed original documents are returned to customer.		1		
013 - Search Requests Against Public Database Duplicate processed UCC searches completed on customer request.		1		
014 - Lapsed & Termination Reports Manual and computer generated printouts which document the lapse or termination of active financing statements.		1		These reports are tracked electronically and purged from the system on an annual basis.
015.1 - Correspondence with Statutory Impact (Originals) Internal forms or cover letters which identify the district where the document is to be recorded (applicable only to documents executed prior to December 14, 2008). Also included are copies of original plat withdrawal request letters prepared by the original surveyor to amend or modify plats previously recorded. (Original includes electronic or fax versions.)		S		After documents are scanned and images verified, originals may be disposed. This series is scanned after one year and the images are stored on the Recorder's Office Internal Server.
015.2 - Correspondence with Statutory Impact (Electronic Images) Internal forms or cover letters which identify the district where the document is to be recorded (applicable only to documents executed prior to December 14, 2008). Also included are copies of original plat withdrawal request letters prepared by the original surveyor to amend or modify plats previously recorded. (Original includes electronic or fax versions.)	E	C		C = Until business need is concluded.
016 - Plat Worksheet Forms Internal plat worksheets documenting serial number and plat number assigned to a specific plat Mylar. No other source reflects both numbers on one item. This worksheet facilitates the indexing process of the original Mylars as they are included in the daily document processing batches.		S		S = After documents are scanned/filmed and images verified, originals may be disposed. Refer to items #001 - #003 for the images.

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<p>017 - Plat Cards Plat cards served as a historical alphabetical cross reference to locate recorded plat real property information for each recording district. Plat cards were discontinued approximately 1994. All plat information is available on the internet.</p>		PO	Y	Historic plat cards retained permanently.No additions and no deletions.
<p>018 - Returned Mail This series consists of all original recorded documents returned as undeliverable by the U.S. Postal Service.</p> <p>Original unrecorded documents (aka rejections) returned undeliverable, will require more intensive efforts via telephone, Internet (Google Search), and postal channels.</p>		1		

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