



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: 582 Schedule No: 10-582.1

DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF SUPPORT SERVICES

582 - LAND RECORDS INFORMATION SECTION - STATUS GRAPHICS UNIT

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.

All records are nonconfidential. This schedule supersedes #103900.

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 5/15/00
Attorney General/Designee <i>Original signature held on file.</i>	Date 5/19/00	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 5/23/00
State Archivist <i>Original signature held on file.</i>	Date 5/26/00	Records Analyst <i>Original signature held on file.</i> Date 5/10/00

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Historical Index (Record Copy) The Historical Index (HI) is the chronological narrative summary of all actions which affect, have affected or will affect title to, disposition of, or use of state land and resources within an individual township. Arranged by file type and numerically within township.</p> <p>Media may include paper, aperture cards, microfilm/fiche, mylar, digital tape and compact discs.</p>		PO*	Y	<p>* = Contact the State Archives when agency no longer has administrative/legal need to maintain originals.</p> <p>Additional copies may be disposed after administrative/management need is met.</p>
<p>001.2 - Historical Index (Security Copy) The Historical Index (HI) is the chronological narrative summary of all actions which affect, have affected or will affect title to, disposition of, or use of state land and resources within an individual township. Arranged by file type and numerically within township.</p> <p>Media may include paper, aperture cards, microfilm/fiche, mylar, digital tape and compact discs.</p>		PA	Y	
<p>002.1 - Serial Register (Record Copy) The serial register is the chronological narrative summary of all actions which affect, have affected or will affect the disposition of a casefile.</p> <p>Arranged by ADL number.</p> <p>Media may include paper, aperture cards, microfilm/fiche, mylar, digital tape and compact discs.</p>		PO*	Y	<p>* = Contact the State Archives when agency no longer has administrative/legal need to maintain originals.</p> <p>Additional copies may be disposed after administrative/management need is met.</p>
<p>002.2 - Serial Register (Security Copy) The serial register is the chronological narrative summary of all actions which affect, have affected or will affect the disposition of a casefile.</p> <p>Arranged by ADL number.</p> <p>Media may include paper, aperture cards, microfilm/fiche, mylar, digital tape and compact discs.</p>		PA	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 align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>003.1 - Land Classification Orders (Record Copy) Original orders. Classification orders designate or restrict specific users for which state land can be used.</p> <p>Media may include paper, aperture cards, microfilm/fiche, mylar, digital tape and compact discs.</p>		PO*	Y	<p>* = Contact the State Archives when agency no longer has administrative/legal need to maintain originals.</p> <p>Additional copies may be disposed after administrative/management need is met.</p>
<p>003.2 - Land Classification Orders (Security Copy) Original orders. Classification orders designate or restrict specific users for which state land can be used.</p> <p>Media may include paper, aperture cards, microfilm/fiche, mylar, digital tape and compact discs.</p>		PA		
<p>004.1 - State Status Plats (Record Copy) Graphic representation of state land activity within a township.</p> <p>Media may include paper, aperture cards, microfilm/fiche, mylar, digital tape and compact discs.</p>		PO*	Y	<p>* = Contact the State Archives when agency no longer has administrative/legal need to maintain originals.</p> <p>Agency will provide the State Archives with a tape of the Status Plats database on a yearly basis. Database server is accessible via the World Wide Web.</p> <p>Additional copies may be disposed after administrative/management need is met.</p>
<p>004.2 - State Status Plats (Security Copy) Graphic representation of state land activity within a township.</p> <p>Media may include paper, aperture cards, microfilm/fiche, mylar, digital tape and compact discs.</p>		PA	Y	

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