



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: 609 Schedule No: 10-609.1

DEPARTMENT OF NATURAL RESOURCES
 609 - MENTAL HEALTH TRUST LAND OFFICE

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.

Under 11 AAC 99.120 certain records may be confidential if the Executive Director determines that release of materials is inconsistent with trust management principles in 11 AAC 99.020. This schedule supersedes #103802.

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 5/21/12
Attorney General/Designee <i>Original signature held on file.</i>	Date 2/24/12	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 5/31/12	Records Analyst <i>Original signature held on file.</i>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Mental Health Trust Lands Settlement Program Records This series documents the State's management of the AMHT lands and includes program correspondence, reports, recommendations, legal opinions, public hearings, and other supporting documents.</p>	H	PA	Y	There will be no further accretions.
<p>002 - Special Projects This series consists of Trust land management special project files including closed resource agreements (e.g., leases, sales, rights-of-way) and planning documents. Arrangement by resource area (e.g., timber, oil, gas) and/or agreement type.</p>	H	C+15*	Y	C = Until project is concluded or business need is concluded. * = Submit file titles for archival review prior to disposition.

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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