



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: 653      Schedule No: 10-653.1**

DEPARTMENT OF NATURAL RESOURCES  
 OFFICE OF PROJECT MANAGEMENT & PERMITTING  
 653 - LARGE PROJECT PERMITTING

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 noted all records series are nonconfidential. This schedule supersedes #104100.

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 2/5/04
Attorney General/Designee <i>Original signature held on file.</i>	Date 3/8/04	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 3/14/04
State Archivist <i>Original signature held on file.</i>	Date 3/18/04	Records Analyst <i>Original signature held on file.</i> Date 1/21/04

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - ANILCA Section Work Program Files (Originals)</b>                      Correspondence documenting state comments, recommendations and policy concerning implementation of ANILCA. ANILCA-related plans, regulations, reports, and policies; state resource agency input into state comments; analyses; legislative histories; news clippings/press releases; documentation of various discussion forums such as workshops, negotiations sessions, and cooperative planning efforts.</p>		M		<p>C = Until microfilmed.</p> <p>Originals may be disposed after microfilm is certified "true &amp; correct."</p> <p>Some subject files are agency or issue specific; others are related to a particular ANILCA unit (e.g. Denali).</p> <p>Correspondence is filed chronologically since 1984; agency files chronological; unit files alphabetical.</p>
<p><b>001.2 - ANILCA Section Work Program Files (Master Microfilm)</b>                      Correspondence documenting state comments, recommendations and policy concerning implementation of ANILCA. ANILCA-related plans, regulations, reports, and policies; state resource agency input into state comments; analyses; legislative histories; news clippings/press releases; documentation of various discussion forums such as workshops, negotiations sessions, and cooperative planning efforts.</p>		PA		<p>Some subject files are agency or issue specific; others are related to a particular ANILCA unit (e.g. Denali).</p> <p>Correspondence is filed chronologically since 1984; agency files chronological; unit files alphabetical.</p>
<p><b>001.3 - ANILCA Section Work Program Files (Work Copy Microfilm)</b>                      Correspondence documenting state comments, recommendations and policy concerning implementation of ANILCA. ANILCA-related plans, regulations, reports, and policies; state resource agency input into state comments; analyses; legislative histories; news clippings/press releases; documentation of various discussion forums such as workshops, negotiations sessions, and cooperative planning efforts.</p>		PO		<p>Some subject files are agency or issue specific; others are related to a particular ANILCA unit (e.g. Denali).</p> <p>Correspondence is filed chronologically since 1984; agency files chronological; unit files alphabetical.</p>

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><b>Retention Key</b></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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></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><b>002 - Alaska Land Use Council Program Files</b>                      Outline of annual program plan and goals. Includes memoranda file, adopted work programs, calls for work plan items, correspondence, forms project group papers, submissions for work program, ANICLA mandated studies, agenda packets, and resolutions.</p> <p>May also include polls conducted of Council members between meetings on selected issues.</p>		PA		Program sunsetted in 1988; no further accumulation of records. Records transferred to the State Archives will be sampled, unless transferring authority recommends otherwise.

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"><b>Retention Key</b></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"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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