



DEPARTMENT OF EDUCATION  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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# STATE OF ALASKA

Schedule Number: 100305

Agency ID #: 338

## RECORDS RETENTION SCHEDULE

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<p><b>DEPARTMENT OF NATURAL RESOURCES</b></p> <p><b>DIVISION OF MINING, LAND &amp; WATER</b></p> <p><b>MINING/PROPERTY MANAGEMENT/SURFACE COAL</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit  <b>CFY</b> - Current Fiscal Year  <b>CY</b> - Current Year  <b>P</b> - Permanent</p> <p><b>Numerals</b> - Years in Addition to current year  <b>TO</b> - Term of Office  <b>M</b> - After Microfilming  <b>C</b> - Current/or as defined</p>
<p>The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, unless those records have been listed on this schedule.</p> <p>Unless otherwise noted all records are retained on <b>Calendar</b> year basis.</p> <p>All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.</p>	

<p>Unless otherwise noted all records series are nonconfidential.</p> <p>Statutory/Regulatory Authority: AS 27; 11 AAC 82, 84, 85, 86, 88, 90, 96, 97.</p> <p>The Division of Mining, Land &amp; Water is responsible for making available the use and development of the State's mineral and water resources. The Division's goals for minerals are: to assure the maximum amount of State mineral resources are available for exploration and prudent development by providing technical assistance and oversight; to maintain mining claims, upland mining leases, coal leases and permit files in a cost effective and timely manner; and, to make the files easily accessible to mineral users and the public.</p> <p>This records schedule supercedes records schedule #100304.</p>
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<b>Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.</b>				
Division Direction	State Archivist	Date	Attorney General	Date
Robert Loeffler	<i>Original signature held on file.</i>	5/1/01	<i>Original signature held on file.</i>	4/9/01
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>Original signature held on file.</i>	4/2/01	<i>Original signature held on file.</i>	2/15/01	<i>Original signature held on file.</i>
				9/27/01

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>Coal Lease Case Files:</b></p> <p>This series consists of applications, lease, correspondence and supporting documents.</p> <p>Arranged by Alaska Division of Lands (ADL) number.</p>	C+2	43	P	-	X	<p>C=Until case file is closed.</p> <p>Justification For "C+45" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is less than .25 cubic foot; there are currently 36 active leases.</p>
2	<p><b>Coal Prospecting Permits:</b></p> <p>Includes applications, permits, assessments and general correspondence.</p> <p>Arranged by ADL number.</p>	C+2	43	P	-	X	<p>C=Until permit or application expires.</p> <p>Justification For "C+45" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
3	<p><b>Surface Coal Mining Case Files:</b></p> <p>Includes permits, bonds, inspection reports, correspondence and contracts.</p> <p>Arranged alphabetically by project name within fiscal year.</p>	C+2	43	P	-	X	<p>C=Until case file is closed.</p> <p>Justification For "C+45" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately three cubic feet.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Coal and Offshore Disposal Files:</b></p> <p>Contains application, correspondence, legal documentation, audio tapes and other backup.</p> <p>Arranged alphabetically by name and then by project number.</p>	C+2	43	P	-	X	<p>C=Until file is closed.</p> <p>Justification For "C+45" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately one cubic foot.</p>
5	<p><b>Locatable Mineral Upland Lease Case Files:</b></p> <p>Each case file consists of application, lease, general correspondence, technical data and supporting documents.</p> <p>Arranged by ADL number.</p>	C+2	8	-	C+10	X	<p>C=Until case file is closed.</p> <p>Justification For "C+10" Year Retention: Administrative Need.</p> <p>Annual accrual rate is approximately three cubic feet.</p>
6	<p><b>Mining Claim Case Files:</b></p> <p>Includes location certificates, status plats, maps, correspondence and supporting documents.</p> <p>Arranged by ADL number.</p>	C+2	8	P	-	X	<p>C=Until case file is closed.</p> <p>Justification For "C+10" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately 16 cubic feet.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Offshore Prospecting Permits:</b></p> <p>Includes applications, permits and general correspondence.</p> <p>Arranged by ADL number.</p>	C+2	43	P	-	X	<p>C=Until permit expires.</p> <p>Justification For "C+45" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
8	<p><b>Offshore Mineral Lease Case Files:</b></p> <p>Includes leases, bonds and plans of operation.</p> <p>Arranged by ADL number.</p>	C+2	43	P	-	X	<p>C=Until case file is closed.</p> <p>Justification For "C+45" Year Retention: Administrative Need.</p> <p>Records transferred to the archives may be sampled unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
9	<p><b>Placer Mining Permit Files (APMA's):</b></p> <p>Includes applications, permits and supporting documents.</p> <p>Arranged by ADL number.</p>	C+2	5	-	C+7	X	<p>C=Until permit expires.</p>

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
10	<p><b>Prospecting Site Case Files:</b></p> <p>Consists of location certificates, maps and supporting documents.</p> <p>Arranged by ADL number.</p>	C+1	-	-	C+1	X	C=Until case file is closed.
11	<p><b>Mining Claims Index (Kardex or COM):</b></p> <p>(Security Backups):</p> <p>Statewide mining claims are indexed by quadrant, owner and claim name. May also include location notice (map).</p>	P	-	-	-	X	Justification For 100 Year Retention: Administrative Need.
12	<p><b>Mining Claim Maps (Overlays):</b></p> <p>These maps show claim locations by quadrant.</p>	P	-	-	-	X	

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
13	<p><b>Archive.mdb (Electronic)</b></p> <p>This Access database stores the following type of specific case data from many of the records series listed on this schedule: ADL numbers, owner, inclusive year, file type, schedule number, disposal year, case file numbers and box numbers.</p>	C	-	-	C	X	C=Until obsolete, superceded or administrative/management need is met.
14	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes general correspondence, policies/procedures, reports; and, the following types of files: personnel/payroll, reading, minutes/meeting, etc.</p> <p>Mining, Property Management &amp; Surface Coal staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS), which may be downloaded from the Archives &amp; Records homepage.</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p><b>ADDITIONAL DISPOSITION INSTRUCTIONS:</b>                      Dispose budget files 3 years after current fiscal year; RSA's 3 years after closeout; Travel files 1 year after current fiscal year; Procurement files 3 years after current fiscal year; and, Grants--keep 3 years in office after closeout, then transfer to the records center for 3 years.</p>