



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 100705

Agency ID #: 339

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF NATURAL RESOURCES

DIVISION OF MINING, LAND & MANAGEMENT TECHNICAL & DATA MANAGEMENT SURVEYS, GRAPHICS & APPRAISALS

KEY

- A** - After Audit
- CFY** - Current Fiscal Year
- CY** - Current Year
- P** - Permanent
- Numerals** - Years in Addition to current year
- TO** - Term of Office
- M** - After Microfilming
- C** - Current/or as defined

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1 thru 4, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

All records are nonconfidential except as may be noted in the General Schedule. This records schedule supercedes records schedule #100704.

Statutory/Regulatory Authority: AS 38; AS 46.40; AS 41.23; AS 29.65; AS 40.15.300-900; 11 AAC; PL 85-508.

The mission of the Division is to acquire and allocate Alaska's inventory of the Alaska Statehood Act land entitlements; to provide multiple use management programs for use of State land; and, to act as steward of the State's public land and legislatively designated areas. Certain data from the attached records series is input into the Land Administrative System (LAS) that is administered on the Anchorage mainframe computer.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Direction	State Archivist		Date	Attorney General	Date
Bob Loeffler	<i>Original signature held on file.</i>		8/5/03	<i>Original signature held on file.</i>	7/18/03
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Original signature held on file.</i>	6/27/03	<i>Original signature held on file.</i>	6/24/03	<i>Original signature held on file.</i>	7/28/03

RECORDS RETENTION SCHEDULE CONTINUATION

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence; policies and procedures; annual reports; legal opinions; and the following types of files: reading, minutes/meeting, budget, accounting/fiscal, grant, procurement, personnel, agency history, etc.</p> <p>Surveys, Graphics & Appraisals staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Record copies may be administered on compact disk (CD), hard copy, or a combination of both according to agency policies and procedures.</p> <p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives & Records homepage.</p>
2	<p>Contract Administration Files (Original Paper):</p> <p>(CD's):</p> <p>The Section contracts with private surveyors to produce land surveys (ASLS), cadastral survey (ASCS), and tideland (ATS). This series includes contracting documents, payment records, RFP's and selection documentation, correspondence, work orders and other administrative documents.</p> <p>Arranged by General Survey Contract (GSC) number.</p>	<p>C+1</p> <p>3</p>	<p>2</p> <p>-</p>	<p>-</p> <p>-</p>	<p>S/3</p> <p>3</p>		<p>C=Until contract is completed. S=Originals that are scanned and verified may be disposed.</p> <p>Record copies may be administered on compact disk (CD), hard copy, or a combination of both according to agency policies and procedures. Unscanned originals and CD's are retained for three years after the contract is completed.</p> <p>Do not dispose of any contracts that are in litigation, dispute or have outstanding audit resolution issues.</p>
3	<p>Survey Project Case Files (Original Paper):</p> <p>(CD's):</p> <p>Records series consists of the work products of the various types of surveys (tideland, cadastral, land) produced either in-house or by a contractor and includes correspondence, monument rubbings, field notes and computations for the survey.</p> <p>Arranged numerically by survey number.</p>	<p>C+1</p> <p>10</p>	<p>24</p> <p>15</p>	<p>S/P</p> <p>P</p>	<p>-</p> <p>-</p>	<p>X</p>	<p>C=Until file is closed. S=Originals that are scanned and verified may be disposed.</p> <p>Record copies may be administered on compact disk (CD), hard copy, or a combination of both according to agency policies and procedures. Unscanned originals and CD's are retained for 25 years after the file is closed and then transferred to the state archives.</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>Original Recorded Plats:</p> <p>May be linens, mylars, blackline prints or manuscripts (continuous sheets of topography).</p> <p>Arranged numerically.</p>	50	-	-	50	X	<p>Located in mapcase. The linens and mylars are at least three mil thick with the following dimensions: 18" x 24", 24" x 36", 30" x 42", or 31.5" x 34".</p> <p>Office of Record is the State Recorder's Office.</p>

5	<p>Field Notes:</p> <p>(CD's):</p> <p>Records series consists of all the computations and reference data prepared by the surveyors documenting survey fieldwork (Item 3). May include information relating to terrain, weather conditions, GPS positions, etc.</p> <p>Arranged numerically by GSC number.</p>	C+1	24	S/P	-		<p>C=Until file is closed. S=Originals that are scanned and verified may be disposed.</p> <p>Record copies may be administered on compact disk (CD), hard copy, or a combination of both according to agency policies and procedures. Unscanned originals and CD's are retained for 25 years after the file is closed and then transferred to the state archives.</p>
		10	15	P	-		