



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: 102702

Agency ID #: 328

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF NATURAL RESOURCES</p> <p>DIVISION OF MINING, LAND & WATER</p> <p>REALTY SERVICES</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit CFY - Current Fiscal Year CY - Current Year P - Permanent</p> <p>Numerals - Years in Addition to current year TO - Term in Office M - After Microfilming C - Current/or as defined</p>
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The Agency will follow retention periods of records listed in the State of Alaska General Administrative Records Schedule #100; therefore, those records have not been repeated on this schedule.

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

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.

Unless otherwise noted all records series are nonconfidential.

Statutory/Regulatory Authority: AS 38.

The mission of the Division of Land 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.

This records schedule supercedes #102701.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.					
Division Direction Bob Loeffler	State Archivist <i>Original signature held on file.</i>		Date 1/4/00	Attorney General <i>Original signature held on file.</i>	Date 12/22/99
Signature of Division Director <i>Original signature held on file.</i>	Date 12/15/99	Records Analyst <i>Original signature held on file.</i>	Date 12/7/99	Commissioner of Administration <i>Original signature held on file.</i>	Date 12/28/99

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Land Sale Case Files:</p> <p>This series documents the purchase of State land and acquisition of patent. Includes correspondence, surveys, plats, etc.</p> <p>Arranged by Alaska Division of Lands (ADL) six digit number: Southern Region begins with "1"; Central Region "2"; Northern Region "4".</p>	C	50	P	-	X	<p>C=Until the land is surveyed, patented or no longer available for disposal. Total office space allocated for this series is approximately 70 cubic feet with an annual accural rate of approximately 8 cubic feet. Accrual rate is diminishing. Currently the Section administers about 1300 contracts.</p>
2	<p>Land Lease Case Files:</p> <p>This series documents the lease and/or preference right purchase of State-leased land. Includes correspondence relating to the lease, surveys, plats, title documents, etc.</p> <p>Arranged in ADL order.</p>	C	50	P	-	X	<p>C=Until the land is surveyed, patented or no longer available for disposal. Total office space allocated for this series is approximately 70 cubic feet with an annual accural rate of approximately 8 cubic feet. Accrual rate is diminishing. Currently the Section administers about 1000 leases.</p>
3	<p>Easement & Right of Way Files:</p> <p>This series documents the issuance of an easement and/or right-of-way. Includes correspondence, surveys, plats, etc.</p> <p>Arranged in ADL order.</p>	P	-	-	-	X	<p>Easement/Right-of Way may expiire or land may transfer to a municipality resulting in file closure.</p>

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Retention Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Special Land Use Permit Files:</p> <p>This series documents the temporary use of State land. Includes correspondence, surveys, plats, etc.</p> <p>Arranged in ADL order.</p>	C+5	5	-	C+5		C=Until expiration of permit.
5	<p>Oil & Gas Sale Information:</p> <p>This fileset consists of a reference file regarding oil and gas sales dating from 1980 (Sale 31) to present.</p> <p>Arranged chronologically in three-ring binders.</p>	C	5	-	C+5		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>Five year etention recommended by the Attorney General's Office. After transferred to offsite storage, agency will review for disposal every five years. Series added to schedule in December 1999.</p>
6	<p>GENERAL ADMINISTRATIVE FILES:</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: personnel, payroll, reading, minutes/meeting, etc.</p> <p>Realty Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p> <p>All duplicate copies 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>