

# STATE OF ALASKA

## RECORDS RETENTION SCHEDULE

**Department of Public Safety**  
**Division of Fire and Life Safety**  
**Plan Review Bureau**

**Authority:** Under AS 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule.

If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.

**Disposition:** The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the *Alaska General Records Retention Schedules*, the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.

**Archival Value:** Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).

**Format and Media:** Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005.

Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

**Essential Designation:** Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).

**Copies:** Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).

**Supersedence:** This schedule supersedes: 12-398.1, Department of Public Safety, Division of Fire and Life Safety, Plan Review Bureau

|   |            |  |            |
|---|------------|--|------------|
| Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated. |            | Agency CEO/ Division Director  | Date:      |
|   |            | <i>Original signature held on file.</i>  | 8/4/2016   |
|   |            | David Tyler, Director, Division of Fire and Life Safety, Department of Public Safety |            |
| Attorney General/Designee   | Date:      | Commissioner of Administration/Designee  | Date:      |
| <i>Original signature held on file.</i>   | 11/30/2016 | <i>Original signature held on file.</i>  | 11/17/2016 |
| Alan Birnbaum, Chief Assistant Attorney General, Department of Law  |            | Scot Arehart, Director, Division of Finance, Department of Administration            |            |
| State Archivist   | Date:      | Records Analyst  | Date:      |
| <i>Original signature held on file.</i>   | 10/31/2016 | <i>Original signature held on file.</i>  | 10/31/2016 |
| Chris Hieb, Acting State Archivist  |            | Karen Gray, State Records Manager  |            |

Department of Public Safety; Division of Fire and Life Safety; Plan Review Bureau

| Item #          | Record Series Title and Description   | Retention       | Essential  | Retention Notes   |
|-----------------|---|-----------------|------------|---|
| <p><b>1</b></p> | <p><b>Plan Review Building Files</b><br/>                     This series consists of official records of applications received, permits and certificates issued, fees collected, reports of inspections, notices and orders issued. Included in this series are appeals and modification documents</p> | <p>30</p>       | <p>Yes</p> | <p>Destroy records 30 years after life of the building.</p>   |
| <p><b>2</b></p> | <p><b>Building Plans</b><br/>                     This series consists of building blueprints submitted for review.</p>   | <p>180 days</p> | <p>Yes</p> | <p>Destroy records 180 days after plan review completion.<br/>                     International Building Code (I.B.C.) 107.5</p> |

**Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.**