



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: 570 Schedule No: 12-570.1

DEPARTMENT OF PUBLIC SAFETY
 DIVISION OF FIRE AND LIFE SAFETY
 570 - TRAINING AND EDUCATION BUREAU

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #122705.

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.

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|--|---|---|
| Division Director | Signature of Division Director <i>Original signature held on file.</i> | Date 9/2/11 |
| Attorney General/Designee <i>Original signature held on file.</i> | Date 8/5/11 | Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 8/24/11 |
| State Archivist <i>Original signature held on file.</i> | Date 9/8/11 | Records Analyst <i>Original signature held on file.</i> Date 9/8/11 |

| RRDS Continuation | | Agency I.D: 570 | | Schedule No: 12-570.1 | | Page 2 of 2 | |
|--|--------|-----------------|-----------|---|--|-------------|--|
| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks | | | |
| 001 - Fire Department & Fire Association Files This series consists of correspondence, training files, fire training grant files, and fire department registration files for fire departments and related fire associations within Alaska. | H & E | C | Y | C = Until obsolete, superseded or administrative/management need is met. | | | |
| 002 - Training Files This series consists of correspondence, student attendance, evaluations, course schedule, sample exams, course cost, instructor cost information, and administrative information for a variety of courses and workshops. | H & E | C | Y | C = Until obsolete, superseded or administrative/management need is met. | | | |
| 003 - ANFIRS Incident Reports This series consists of Alaska/National Fire Incident Reporting System, source listings, and documentation. These reports documents type of fires and fire dollar loss. | H & E | CY+4 | Y | Many of these reports are transmitted to the division electronically. Input into Firehouse/Federal Client Tool by staff. These reports are available on the National Fire Data Center. | | | |

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.

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| Retention Key A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) | PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office | Format Key H = Hardcopy E = Electronic D = Database M = Microform | Bus. Ess = Business Essential 1. Are necessary for emergency response 2. Are necessary to resume or continue operations |
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