



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 122 Schedule No: 05-122.1

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 122 - ALASKA STATE COUNCIL ON THE ARTS

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.

All records are nonconfidential except as may be noted in the General Administrative Records Retention and Disposition Schedule. This records schedule supersedes #50105.

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.

Division Director	Signature of Division Director <i>Original signature held on file.</i>	Date 6/18/2007
Attorney General/Designee <i>Original signature held on file.</i>	Date 6/25/2007	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 7/16/2007	Records Analyst <i>Original signature held on file.</i>
		Date 6/29/2007
		Date 6/15/2007

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Grant Files This series documents the selection, award and administration of the following types of funded grants: General, Artists-in-Schools, Workshop, Operating Support, Project, Career Opportunity, Community Arts Development, Master Artist and Apprenticeship and Culture Collaborations grants.</p> <p>Arranged alphabetically by grantee.</p>		C+6		C = Until grant funds are expended.
<p>002 - Grant Administration Files (State Received-Recipient) This record series documents the application, financial reporting (including status & progress reports), management and any other related material that is generated subsequent to application for and/or expenditure of grant funds received by the State Arts Council, specifically grants received from the National Endowment of the Arts (NEA) and other grants from private organizations.</p> <p>Arranged alphabetically by grantor.</p>		C+6		C = Until grant funds are expended.
<p>003 - Special Projects This series consists of files relating to special projects that the Council undertakes.</p> <p>Arranged alphabetically.</p>		PA		
<p>004 - Percent For Art Program Files Under AS 35.27.020 one percent of the total construction costs for a public building with an estimated construction cost of more than \$250,000 must be reserved for the design, construction, mounting and administration of works of art. The Department of Transportation will consult with the Council for technical assistance prior to preparing plans and specifications. This series consists of catalog worksheets, photographs, slides, correspondence and inventories.</p> <p>Arranged alphabetically by building.</p>		PO	Y	

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.

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