Department of Education and Early Development
Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 141   Schedule No: 05-141.1

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS
141 - ALASKA STATE & SHELDON JACKSON MUSEUMS

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 records schedule supersedes #52404.

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		Date
		Original signature held on file.		6/14/2007
Attorney General/Designee	Date	Commissioner of Administration/Designee		Date
Original signature held on file.	6/28/2007	*Original signature held on file.*		7/26/2007
State Archivist	Date	Records Analyst		Date
Original signature held on file.	8/1/2007	*Original signature held on file.*		6/12/2007

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Collection Management Files This series consists of accession files, 35mm artifact slide file, ledgers, catalog cards, pre-accession logs and acquisition tracking journals documenting the negotiation, acquisition and provenance of museum collection pieces. Includes preliminary worksheets, acquisition documents, photographs of item (negatives, slides, contact prints). Arrangement: accession file/ledgers, by accession number; logs/journals, by date; catalog cards, by artifact number; and, artifact slide file, by catalog number.		PO	Y	Some information from this series is input in to the Collections Catalog Database, item #002.
002 - Collections Catalog Database This series consists of a computer datafile on the Argus Collection Management System. Includes information on artifact acquisitions and loans.		PO	Y	
003 - Loan Files This series documents incoming and outgoing artifact loans. Includes correspondence, photographs and publications. Arranged alphabetically by loan.		PO		The Museum retains this series permanently in order to trace the movement of objects.
004 - Museum Visitor Records This series consists of guestbooks and visitor count sheets documenting the name and address of museum visitors. Arranged in volumes chronologically.		3		
005 - Oral History Tapes This series consists of audio tapes of interviews regarding local history. Arranged alphabetically by subject.		PO		
006 - Museums Collections Advisory Committee (MCAC) Files Under AS 14.57.020-080 the MCAC approves or rejects acquisitions or dispositions of objects valued over $1,000 and adopts regulations governing the State Museum Acquisition Committee. Includes: annual reports, correspondence, meeting minutes and policy/procedure files.		PO		Annual accrual rate is less than .25 cubic foot.

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.

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
007 - Staff Acquisitions Committee (SAC) Minutes The SAC approves or rejects the purchase or donation of objects for the Museum and advises the Museums Collections Advisory Committee (MCAC). Arranged by committee meeting date.		PO		Annual accrual rate is approximately 10 pages.
008 - Security Records This series consists of security logs, key check-out sheets, staff check-in sheets and alarm call history records (Security Incident Reports). Arranged chronologically.		2		
009 - Security Alarm File This series consists of documentation regarding the location and operation of security alarms at the Museum. Includes security policies and procedures which are updated as necessary.		C		C = Until administrative need is met. Confidential under standard operating procedures. SJM File System Outline: GEN ADM--Equipment Manuals Intrusion Security System-Morse Security Sys. Audio/Video Inc.
010 - Docent/Volunteer Files This series consists of documents related to individual's participation in the museum volunteer program, including training. Arranged alphabetically by surname of docent/volunteer.		C+2		C = Until term of service is concluded. SJM File System Outline: GEN ADM--Volunteer Programs
011 - Conservation Reports Series consists of artifact conservation records from the Alaska State Museum, Sheldon Jackson Museum and other institutions. Includes survey reports, treatment reports, treatment request reports, photos, slides and negatives. Arranged by catalog number or alphabetically by institution name.		PO		

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012 - Environment Records Series consists of records of museum environment monitoring data. Includes infestation reports, temperature and humidity records, thermohygrograph charts, psychrometer readings, light fade card analyses and analyses of pest traps.		10		
013 - As-Built Plans The Alaska State Museum was constructed in 1967 and this series includes original as-built blueprints. The State acquired Sheldon Jackson Museum in 1985.		PA		
014 - Museum History Files This series consists of records from the founders of the Sheldon Jackson Museum, the Society of Alaskan Natural History and Ethnology and early visitor records. Also includes photographs, background files, handwritten constitution, daily journals and museum visitor records.		PA		C = Until administrative need is met. A description of the SJM history is located in "Sheldon Jackson Museum Archives, 1887, "a document prepared in 1993 which includes: Introduction, Provenance, Scope and Content, and Series Description.
015 - Intrepretation Files This series consists of records relating to the Hands On Collection (educational materials) and includes: video and cassette tapes, negatives, photographs, slides, inventories, accession records and information files.		C		C = Until obsolete, superseded, or administrative need is met.

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