



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: 145 Schedule No: 05-145.1

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS
 145 - DIRECTOR'S OFFICE

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 series are nonconfidential. This records schedule supercedes #54304.

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 Linda Thibodeau	Signature of Division Director <i>Original signature held on file.</i>	Date 10/5/2012
Attorney General/Designee <i>Original signature held on file.</i>	Date 1/3/2013	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 10/15/2012	Records Analyst <i>Original signature held on file.</i>
		Date 10/15/2012

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Annual Public Library Reports (Original)</p> <p>Records series includes Alaska public libraries' reports submitted annually summarizing activities to the Alaska State Library. Includes budget information, hours of operation, circulating statistics, collection and interlibrary loan programs.</p> <p>Arranged alphabetically by town/city.</p>	H	C		<p>C = Until microfilmed. Original records may be disposed after the film is certified "true and correct."</p> <p>Reports are received on a federal fiscal year basis. The prior year is maintained in the office to compare to the current fiscal reports (due September 1) for statistical purposes. After data analysis is complete, the prior year's reports are sent to be microfilmed.</p>
<p>001.2 - Annual Public Library Reports (Master Microfilm)</p> <p>Records series includes Alaska public libraries' reports submitted annually summarizing activities to the Alaska State Library. Includes budget information, hours of operation, circulating statistics, collection and interlibrary loan programs.</p> <p>Arranged alphabetically by town/city.</p>	M	PA		<p>Master microfilm will be sent to the State Archives for permanent retention.</p>
<p>001.3 - Annual Public Library Reports (Workcopy Microfilm)</p> <p>Records series includes Alaska public libraries' reports submitted annually summarizing activities to the Alaska State Library. Includes budget information, hours of operation, circulating statistics, collection and interlibrary loan programs.</p> <p>Arranged alphabetically by town/city.</p>	M	PO*		<p>* = Workcopy microfilm will be transferred to the Historical Collections for permanent office reference and retention. See RRS #05-682.1, item #002.</p>

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