



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: 05 Schedule No: 01-05.1

OFFICE OF THE GOVERNOR
 05 - OFFICE OF MANAGEMENT & BUDGET

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 schedule supersedes #122803.

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 8/9/2009
Attorney General/Designee <i>Original signature held on file.</i>	Date 11/3/2009	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 12/10/2009	Records Analyst <i>Original signature held on file.</i>
		Date 8/10/2009

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Budget Instructions This series consists of the budget instructions printed each year and distributed to the departments. Also includes the Revised Program Manual.</p> <p>Arranged by fiscal year.</p>		3		
<p>002.1 - Departmental Governor's Detail Operating Budget Books (Originals) This series consists of original capital, operating and loan budget requests from all agencies. The original budget request books have numbered pages and are arranged by fiscal year.</p>	H	M	Y	M = Until microfiched. Originals may be destroyed once copies have been certified as being a "true and correct" copy of the originals.
<p>002.2 - Departmental Governor's Detail Operating Budget Books (Master Microfiche)</p>	M	PA	Y	Master microfiche and one work copy set of fiche are transferred to the State Archives for permanent retention. Three copies are also provided to the Alaska State Library. The work books are generated via ABS (Automated Budget System). OMB handles the distribution of the operating budget books.
<p>002.3 - Departmental Governor's Detail Operating Budget Books (Work Copy Microfiche) This series consists of original and detailed requests from all agencies. The original budget request books have numbered pages and are arranged by fiscal year.</p>	M	PO	Y	One work copy set of fiche for OMB.
<p>003.1 - Capital Budget and Capital Project Details (Originals)</p>	H	M	Y	M = Until microfiched. Originals may be destroyed once copies have been certified as being a "true and correct" copy of the originals.

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>
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003.2 - Capital Budget and Capital Project Details (Master Microfiche)	M	PA	Y	Master microfiche and one work copy set of fiche are transferred to the State Archives for permanent retention. Three copies are also provided to the Alaska State Library.
003.3 - Capital Budget and Capital Project Details (Work Copy Microfiche)	M	PO	Y	One work copy set of fiche for OMB.
004.1 - Appropriation Bill Originating Documents (Originals) This series consists of budget supplemental requests, budget amendments, the mental health budget and any other special appropriation bills.	H	M	Y	M = Until microfiched. Originals may be destroyed once copies have been certified as being a "true and correct" copy of the originals.
004.2 - Appropriation Bill Originating Documents (Master Microfiche) This series consists of budget supplemental requests, budget amendments, the mental health budget and any other special appropriation bills.	M	PA	Y	Master microfiche and one work copy set of fiche are transferred to the State Archives for permanent retention. Three copies are also provided to the Alaska State Library.
004.3 - Appropriation Bill Originating Documents (Work Copy Microfiche) This series consists of budget supplemental requests, budget amendments, the mental health budget and any other special appropriation bills.	M	PO	Y	One work copy set of fiche for OMB.
005.1 - Revised Program Files (RP, RPL and RSA) (Originals) This series consists of agency requests to modify budgets or budget structures. All types of revised programs require OMB approval and some types also require the approval of the Legislative Budget and Audit Committee. See the Revised Program Manual for detailed information.	H & E	M	Y	M = Until microfiched. Originals may be destroyed once copies have been certified as being a "true and correct" copy of the originals. The RP Log is maintained electronically.

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<p>005.2 - Revised Program Files (RP, RPL and RSA) (Master Microfiche) This series consists of agency requests to modify budgets or budget structures. All types of revised programs require OMB approval and some types also require the approval of the Legislative Budget and Audit Committee. See the Revised Program Manual for detailed information.</p>	M	PA	Y	Master microfiche and one work copy set of fiche are transferred to the State Archives for permanent retention. Three copies are also provided to the Alaska State Library.
<p>005.3 - Revised Program Files (RP, RPL and RSA) (Work Copy Microfiche) This series consists of agency requests to modify budgets or budget structures. All types of revised programs require OMB approval and some types also require the approval of the Legislative Budget and Audit Committee. See the Revised Program Manual for detailed information.</p>	M	PO	Y	One work copy set of fiche for OMB.
<p>006.1 - Appropriation Analysis Files (Originals) OMB analysis of appropriation bills which reflect legislative add-ons and/or cuts to executive budgets. Arranged by bill number or house district.</p>	H	M	Y	M = Until microfiched. After three years the series is microfiched. Originals may be destroyed once copies have been certified as being a "true and correct" copy of the originals.
<p>006.2 - Appropriation Analysis Files (Master Microfiche) OMB analysis of appropriation bills which reflect legislative add-ons and/or cuts to executive budgets. Arranged by bill number or house district.</p>	M	PA	Y	Master microfiche and one work copy set of fiche are transferred to the State Archives for permanent retention.
<p>006.3 - Appropriation Analysis Files (Work Copy Microfiche) OMB analysis of appropriation bills which reflect legislative add-ons and/or cuts to executive budgets. Arranged by bill number or house district.</p>	M	PO	Y	Master microfiche and one work copy set of fiche are transferred to the State Archives for permanent retention.

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>007 - Issue Files This series consists of special studies or analyses conducted by OMB on a variety of topics. Work papers and resulting published or unpublished reports are included in the series.</p> <p>Arranged alphabetically by issue.</p>		C+10	Y	<p>C = Until project is completed.</p> <p>Justification for "C+10" retention: Administration need.</p> <p>Annual accrual rate is approximately one cubic foot.</p>
<p>008 - Special State Funds Files Financial records, logs, correspondence and backup materials for special funds.</p>		3		Office of Record is Department of Administration, Division of Finance.
<p>009 - Audit & Management Services Project Files This series includes correspondence, working papers, letters of transmittal, interview notes/summaries and other supporting materials of performance audits. Each project is assigned a project number and may result in a final report.</p>		5		
<p>010 - Audit & Management Services Final Reports Statements of problem, observations, recommendations, and conclusions.</p>		10		
<p>011 - Website Content, Management & Operations Records Archived web sites are arranged by fiscal year.</p> <p>FY01 - FY03 web sites contain proposed budget bills.</p> <p>Since FY04, each web site contains proposed and enacted budget bills.</p>	E	PO	Y	

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