



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: 13 Schedule No: 01-13.1

OFFICE OF THE GOVERNOR
 13 - ALASKA STATE COMMISSION FOR HUMAN RIGHTS

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

All records series are confidential under AS 18.80.115. This records schedule supercedes #011804.

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 2/25/2009
Attorney General/Designee <i>Original signature held on file.</i>	Date 5/22/2009	Commissioner of Administration/Designee <i>Original signature held on file.</i>	Date 6/5/2009
State Archivist <i>Original signature held on file.</i>	Date 6/10/2009	Records Analyst <i>Original signature held on file.</i>	Date 12/10/2008

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Investigative Case Files This series consists of jurisdictional, evidentiary, non-evidentiary documents, source documents for data input, co-jurisdictional documents. Also may include docket file, monitoring file, orders, audio cassettes, video tapes, photographs, posters, graphs.</p> <p>Arranged alphabetically by complainant last name.</p>		C+3		C = Until case is closed.
<p>002 - Hearing Files Records series consists of case files from Item 1 which went to public hearing and resulted in a commission decision. These files may include testimony, briefs, hearing examiner's documents, commissioner decisions.</p> <p>Arranged alphabetically by complainant last name.</p>		PA		Annual accrual rate varies, but is approximately 10 cubic feet.
<p>003 - Inquiry Records Consists of records of inquiry, unperfected intake questionnaires that have not proceeded to the complaint process and unperfected draft complaints of discrimination that have not been signed by complainant.</p> <p>Arranged alphabetically by inquirer's last name, if known.</p>		2		
<p>004 - Outreach Records Consists of outreach form with any correspondence or supporting information recording any speeches, consultation and/or distribution of information.</p> <p>Arranged chronologically.</p>		2		

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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>005.1 - Management Information System (MIS) Quarterly Reports Statistical case processing reports. Information extracted from these reports is used in preparation of annual reports, contract credit reports, budget submissions, etc.</p> <p>Arranged chronologically.</p>		PA		<p>Quarterly reports are issued in March, June, September and December. Monthly reports in January, February, April, May, July, August, October, November.</p> <p>Annual accrual rate is less than .25 cubic feet.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 73, Reports (Annual).</p>
<p>005.2 - Management Information System (MIS) Monthly Reports</p>		2		
<p>006 - Case File Information Report (Hardcopy) Consists of the following reports: Complainant Wholefile (Alphabetical by complainant) Respondent Wholefile (Alphabetical by respondent) Docket Number Wholefile: cumulative listing (By docket number) Double E: cumulative file of co-jurisdictional cases with EEOC listed by EEOC number HRC Closed Cases (Alphabetical by complainant)</p>		PA		<p>This is a cumulative listing 1964 - 1984. This series was superseded in January 1984 by the MIS (item #005) and is eligible for transfer to the state archives in January 2010.</p> <p>Total accumulation is 3 cubic feet.</p>
<p>007 - Memoranda of Understanding Agreements with federal and municipal agencies providing an agency history documenting relationships the HRC has had with the Equal Employment Opportunity Commission, the Anchorage Equal Rights Commission and Housing & Urban Development, e.g. The MOU's are the framework for interactions with these other civil rights enforcement agencies and are of historical significance.</p> <p>Arranged chronologically.</p>		PA		<p>Total accumulation is one file folder.</p>

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