



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: 527 Schedule No: 01-527.1

OFFICE OF THE GOVERNOR
 OFFICE OF INTERNATIONAL TRADE
 527 - TRADE SECTION

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.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #13800.

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 9/6/2006
Attorney General/Designee <i>Original signature held on file.</i>	Date 11/17/2006	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 11/20/2006
State Archivist <i>Original signature held on file.</i>	Date 11/22/2006	Records Analyst <i>Original signature held on file.</i> Date 9/18/2006

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Trade Files This series documents inbound and outbound trade missions, events and programs with Alaskan and non-Alaskan companies; including markets in Canada, China, Japan, Korea, and Russia. Arranged chronologically by topic and country.</p>		PA	Y	Annual accrual rate is approximately 6 cubic feet. Records transferred to the state archives may be sampled unless transferring authority recommends otherwise.
<p>002 - Industry Contacts Database This database contains information regarding over 400 Alaska based companies, foreign and U.S. government officials, trade organizations and NGO's.</p>		C	Y	C= Until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records). Administered in ACT software program.
<p>003 - International Protocols/Memorandums of Agreement International agreements between the State and China, Japan, Canada, Russia, Korea, Taiwan, etc. executed by top officials. Arranged chronologically.</p>		PA	Y	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.

<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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