



DEPARTMENT OF EDUCATION  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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# STATE OF ALASKA

Schedule Number: 10203

## RECORDS RETENTION SCHEDULE

Agency ID #: 14

Page 1 of 6

<p><b>OFFICE OF THE GOVERNOR</b></p> <p><b>LEGISLATIVE LIAISON</b></p>	<p><b>KEY</b></p> <p><b>A</b> - After Audit  <b>CFY</b> - Current Fiscal Year  <b>CY</b> - Current Year  <b>P</b> - Permanent  <b>C</b> - Current or as defined</p> <p><b>Numerals</b> - Years in addition to current year  <b>TO</b> - Term in Office  <b>S/M</b> - After Scanning/ Microfilming</p>
<p>The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.</p> <p>Unless otherwise noted all records are retained on <b>Legis. 2-</b> year basis.</p> <p>All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21 .030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.</p>	

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #010202.

This mission of the Legislative Liaison's Office is to implement the Governor of Alaska's legislative programs and priorities.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

**Pursuant to the provisions of AS 4.21, the records listed below are approved for retention and disposition as indicated.**

Division Direction	State Archivist	Date	Attorney General	Date
Christopher Clark	<i>Original signature held on file.</i>	10/04/2007	<i>Original signature held on file.</i>	9/24/2007
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>Original signature held on file.</i>		<i>Original signature held on file.</i>	7/24/2007	<i>Original signature held on file.</i>
				10/2/2007

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER 10203**

**Page 2**

**Agency ID 14**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p><b>Departmental Legislative Proposals:</b></p> <p>This series consists of correspondence, draft proposals, review and analysis relating to legislation proposed by Executive Branch agencies. May also include correspondence from the Judicial Branch and University System.</p> <p>Arranged alphabetically by agency name.</p>	C	TO+6	P	-		<p>C=Until the Legislative session ends.</p> <p>TO=Governor's four year term of office.</p> <p>Record Copy. Copies are not sent to Central Files.</p> <p>Annual accrual rate is approximately .5 cubic foot.</p>
2	<p><b>General Departmental Correspondence:</b></p> <p>This series consists of incoming and outgoing memoranda and letters, not relating to specific legislation.</p> <p>Arranged alphabetically by agency name.</p>	C	TO+6	-	TO+6		<p>C=Until the Legislative session ends.</p> <p>TO=Governor's four year term of office.</p>
3	<p><b>Transmittals to the Legislature:</b></p> <p>This series consists of copies of letters transmitting legislation proposed by the Governor to each house of the Legislature. This file also has copies of miscellaneous letters to H/S, such as making appointments to a vacant (H) or (S) seat, requesting permission to address joint sessions, etc. These are printed in the H/S Journals.</p> <p>Arranged by House or Senate, and then chronologically.</p>	C	-	-	C		<p>C=Until obsolete, superceded or administrative need is met.</p> <p>Duplicate transmittals are located in Item 13, Bill Files.</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**10203**

**Page 3**

**Agency ID**

**14**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>Transmittals from the Legislature:</b></p> <p>This series consists of original letters transmitting bills and resolutions passed by the Legislature to the Governor for approval.</p> <p>Arranged by House or Senate, and thereunder chronologically.</p>	C	-	P	-		<p>C=Until the Legislative session ends.</p> <p>Annual accrual rate is approximately .5 cubic foot.</p> <p>This series consists of transmittal letters only. Record Copy for original bills retained in the Lieutenant Governor's Office; refer to Records Retention Schedule #10306, Item 7, Enrolled &amp; Engrossed Bills &amp; Resolutions.</p>
5	<p><b>Transmittals to the Attorney General:</b></p> <p>This series consists of copies of letters conveying legislation to the Attorney General and requesting bill review.</p> <p>Arranged chronologically.</p>	C	-	-	C		<p>C=Until the Legislative session ends.</p> <p>Record Copy retained in the Department of Law; refer to Records Retention Schedule #030305, Item 13, Legislation Review Case Files.</p> <p>Duplicate transmittals are located in Item 13, Bill Files.</p>
6	<p><b>Transmittals of Action Taken:</b></p> <p>This series consists of copies of letters indicating signing, veto, or nonaction on bills, and transmittal of resolutions.</p> <p>Arranged by House or Senate, and thereunder chronologically.</p>	C	-	-	C		<p>C=Until the Legislative session ends.</p> <p>Duplicate transmittals are located in Item 13, Bill Files.</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER 10203**

**Page 4**

**Agency ID 14**

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7	<p><b>Transmittals to the Lieutenant Governor:</b></p> <p>This series consists of copies of cover memoranda to the Lieutenant Governor conveying official bills and resolutions which have been passed or notices of vetoed legislation.</p> <p>Arranged chronologically by date of transmittal.</p>	C	-	-	C		<p>C=Until the Legislative session ends.</p> <p>Record Copy for original bills retained in the Lieutenant Governor's Office; refer to Records Retention Schedule #10306, Item 7, Enrolled &amp; Engrossed Bills &amp; Resolutions.</p> <p>Duplicate transmittals are located in Item 13, Bill Files.</p>
8	<p><b>Subject Correspondence:</b></p> <p>This series consists of incoming and outgoing correspondence not related to specific bills or resolutions. Also includes reference material relating to Legislative Office issues.</p> <p>Arranged alphabetically by subject.</p>	C	T+4	P	-		<p>C=Until the Legislative session ends.</p> <p>TO=Governor's four year term of office.</p> <p>Record Copy. Copies are not sent to Central Files.</p> <p>Annual accrual rate is approximately 1.5 cubic feet.</p>
9	<p><b>State of the State &amp; State of the Budget Addresses:</b></p> <p>Copies. Also includes press releases and transmittals.</p>	C	-	-	C		<p>C=Until administrative need is met.</p> <p>Record Copy retained in Central Files; refer to Records Retention Schedule #10105.</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**10203**

**Page 5**

**Agency ID**

**14**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
10	<p><b>Legislator Correspondence:</b></p> <p>This series consists of original incoming letters/memoranda to and from legislators, and copies of outgoing correspondence; or, communications regarding legislators.</p> <p>Arranged alphabetically by legislator name.</p>	C	TO+4	P	-		<p>TO=Governor's four year term of office.</p> <p>Record Copy. Copies are not sent to Central Files.</p> <p>Annual accrual rate is approximately 2 cubic feet.</p>
11	<p><b>Executive Orders Files:</b></p> <p>This series consists of copies of Executive Orders and supporting documentation. Also includes withdrawn Executive Orders.</p> <p>Arranged numerically.</p>	TO	-	-	TO+6		<p>TO=Governor's four year term of office.</p> <p>Record Copy retained in the Lieutenant Governor's Office; refer to Records Retention Schedule #10306 Item 7, Executive Orders.</p>
12	<p><b>Resolution Files:</b></p> <p>This series consists of copies of House and Senate Resolutions, with supporting documents.</p> <p>Arranged numerically.</p>	C	TO	-	TO		<p>C=Until the Legislative session ends.</p> <p>TO=Governor's four year term of office.</p> <p>Record Copy for original bills retained in the Lieutenant Governor's Office; refer to Records Retention Schedule #10306, Item 7, Enrolled &amp; Engrossed Bills &amp; Resolutions.</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**10203**

**Page 6**

**Agency ID**

**14**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
13	<p><b>Bill Files:</b></p> <p>This series is the Governor's file for tracking the status of proposed legislation during each legislative session and includes the following: copy of all bill versions, bill history reports, transmittal letters, fiscal notes, correspondence with legislators, Attorney General bill review letter, Governor's Office and departmental reviews, agency position papers, the Legislative Office's "bullets," talking points, floor notes, clippings, wrapup, public opinions, and substantive public input messages.</p> <p>Arranged by House or Senate and then by bill number.</p>	C	6	P	-		<p>C=Until the Legislative session ends.</p> <p>Bill files that contain no substantive information are not transmitted to the Records Center. Prior to Records Center transfer, discard fiscal notes and versions of the bills. Fiscal notes are available at Legislative Finance and version of the bill are accessible on Bill Action Status &amp; Inquiry System (BASIS). Retain one copy of signed or vetoed legislation. Refer to Item 14 for Public Input Messages that are greater than 1/2 file folder. Annual accrual rate is approximately 9 cubic feet.</p>
14	<p><b>Public Input Messages (Large Volume):</b></p> <p>These public input messages consist of more than 1/2 file folder and may include e-mail messages, postcards, newspaper cut-outs, form letters and other correspondence. Recent topical examples that fall under this file set include "Tort Reform" and "Wolf Control" that generate a great deal of debate, much of which is redundant.</p> <p>Arranged by House or Senate and then by bill number.</p>	C	-	-	C+2		<p>C=Until the Legislative session ends.</p> <p>This series is separated out from Item 13 prior to Records Center transfer. The Selected Issue Summary for Mail Received that is transmitted from the Governor's Receptionist (indicating individual's name, company name, city and comments--"Pro's" and "Con's"--on issue) to the Liaison is file with Item 13, Bill Files.</p>
15	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Legislative Liaison Office staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>