



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

Schedule Number: 10806

## RECORDS RETENTION SCHEDULE

Agency ID #: 1

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<p><b>OFFICE OF THE GOVERNOR</b></p> <p><b>DIVISION OF ADMINISTRATIVE SERVICES</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>
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The Agency will follow retention periods for as listed in the State of Alaska General Administrative Records Retention Schedule, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

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.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #10805.  
 Records are included from the following sections: Fiscal, Personnel, Procurement and Information Technology.

The mission of the Governor's Executive Office is to exchange communications within State agencies, federal government agencies, and the citizens of Alaska to: make these groups more knowledgeable regarding the executive government process, decisions, and policies; allow for greater and better constituent representation; encourage constituent input; and, advance State priorities.

NOTE: 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 4.21, the records listed below are approved for retention and disposition as indicated.**

Division Direction Linda Perez	State Archivist <i>Original signature held on file.</i>		Date 11/6/2009	Attorney General <i>Original signature held on file.</i>	Date 10/14/2009
Signature of Division Director <i>Original signature held on file.</i>	Date 6/26/2009	Records Analyst <i>Original signature held on file.</i>	Date 6/26/2009	Commissioner of Administration <i>Original signature held on file.</i>	Date 11/4/2009

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p><b>GENERAL ADMINISTRATIVE RECORDS</b>  <b>[Unless listed on this schedule]:</b></p> <p>Includes the following types of files: general correspondence, reading, policies/procedures, annual reports, legal, agency history, minutes/meeting, grants, etc.</p> <p>Unless the filesets are listed on this schedule, Division of Administrative Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</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>
2	<p><b>FISCAL SECTION</b>  <b>Budget Transactions:</b></p> <p>Includes revised programs with backup and documentation of in-house line item transfers.</p> <p>Arranged numerically by appropriation number.</p>	CFY+ 1	6	-	CFY+ 7		
3	<p><b>Agency Receipts:</b></p> <p>Includes documentation for cash collections.</p> <p>Arranged chronologically</p>	CFY+ 1	6	-	CFY+ 7		

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4	<p><b>Agency Journal Entries:</b></p> <p>Includes documentation for inter-agency transfers, liquidations of open items, or correction of entries for revenue or expenditure transactions.</p> <p>Arranged chronologically</p>	CFY+ 1	6	-	CFY+ 7		
5	<p><b>Travel Authorization (Original):</b></p> <p>Includes backup.</p> <p>Arranged alphabetically by employee name.</p>	CFY+ 1	6	-	CFY+ 7		
6	<p><b>Reimbursable Services Agreements (RSA) (Copy):</b></p> <p>With add, change, and execute documents and correspondence.</p> <p>Arranged by RSA document number.</p>	CFY+ 1	6	-	CFY+ 7		

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p><b>Federal Grants &amp; Letter of Credit:</b></p> <p>Original letters of credit and federal grant documents with copies of agency receipts, quarterly and final reports, and correspondence.</p> <p>Arranged by grant number.</p>	CFY+ 1	6	-	CFY+ 7		
8	<p><b>Vendor Files paid by Field/General Warrant (Original):</b></p> <p>Includes backup.</p> <p>Arranged alphabetically by vendor name.</p>	CFY+ 1	6	-	CFY+ 7		
9	<p><b>Encumbrances (Copy):</b></p> <p>Includes backup.</p> <p>Arranged by document number.</p>	CFY+ 1	6	-	CFY+ 7		

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
10	<p><b>Field Warrant Accountability Report (Copy):</b></p> <p>Arranged in chronological order.</p>	CFY+ 1	6	-	CFY+ 7		
11	<p><b>INFORMATION TECHNOLOGY</b> <b>Computer System Documentation File:</b></p> <p>Documentation file may include: program/system documentation, application software licenses/agreements, data systems/file specifications, file layouts, user guides, usage/inventory reports, output specifications, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the Governor's Internet site.</p>	C	-	-	C		C=Until documentation is obsolete, superceded or business need is concluded.
12	<p><b>PERSONNEL SECTION Individual Personnel Files, Exempt, Including Temporary (Original):</b></p> <p>(Master Microfiche):</p> <p>(Workcopy Microfiche):</p> <p>Consists of the official record of exempt service for Governor's Office employees, including applications, resumes, personnel actions, performance evaluations, copies of applications for insurance and benefits, and training records.</p>	C	-	-	M	X	<p>C=After employee terminates. Originals may be disposed after microfiche is certified "true &amp; correct." Master Microfiche transferred to the Records Center prior to 1997 is interfiled with the Department of Administration, Division of Personnel microfiche. Governor's Office administers workcopy.</p> <p>Fileset also includes date of hire and rehire documentation and date an cause of termination and suspension; and copies of federal I-9 form (Employment Eligibility Verification). Arranged alphabetically.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
13	<p><b>Individual Personnel Files, Partially Exempt &amp; Temporary Partially Exempt</b></p> <p>Agency copies of employment records arranged alphabetically.</p>	C+2	-	-	C+2		<p>C=Until employee terminates.</p> <p>Record Copy is administered by the Department of Administration, Division of Personnel.</p>
14	<p><b>PCN Files (Only Partially Exempt):</b></p> <p>Job descriptions and classification actions arranged by position control number.</p>	C+5	-	-	C+5		<p>C=Until employee terminates.</p> <p>Record Copy is administered by the Department of Administration, Division of Personnel.</p> <p>PCN: Position Control Number</p>
15	<p><b>PCN Listings:</b></p> <p>Consists of reports received from the Department of Administration, Division of Personnel, which list current information on authorized positions.</p>	C	-	-	C		<p>C=Until listing is superceded. Retain current listings only.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
16	<p><b>Recruitment &amp; Examining Records:</b></p> <p>This series documents the agency's efforts to recruit, examine, and select employees. Includes applications for employment, test answer sheets, recruitment bulletins with mailing lists, copies of ads placed in various media, and listings of eligible applicants with selection notes.</p> <p>Arranged by date and recruitment effort number.</p>	4	-	-	4		Confidential under AS 39.25.080.
17	<p><b>Employment Inquiries &amp; Unsolicited Resumes:</b></p>	C+6 mo.	-	-	C+6 mo.		C=Until administrative need is met.
18	<p><b>Semi-monthly Combined Payroll Warrant Register:</b></p> <p>Series consists of the agency copy of the register issued by the Department of Administration.</p>	CFY+ 3	-	-	CFY+ 3		

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
19	<p><b>Semi-monthly &amp; Year-End Leave Activity Reports:</b></p> <p>Issued by the Department of Administration.</p>	CFY+ 3	-	-	CFY+ 3		
20	<p><b>Leave Request/Report (Originals):</b></p> <p>Form 02-035 returned to agency after data entry. Retained for leave audits.</p>	CFY+ 3	-	-	CFY+ 3		Kept in the personnel file and purged prior to microfilming.
21	<p><b>Timesheets &amp; Time/Attendance Reports</b></p> <p>Form 01-016 and 01-016-1 kept for hourly positions and those others subject to overtime provision of the Fair Labor Standards Act.</p>	3	-	-	3		Kept in the personnel file and purged prior to microfilming.



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22	<p><b>PCN &amp; Employee History Cards:</b></p> <p>5x8 cards documenting PCN revision history and employee personnel data for authorized position within the Governor's Office. PCN cards are arranged numerically by Section.</p> <p>Employee History cards are arranged by merit anniversary date.</p>	C	-	-	C	X	<p>C=Until obsolete, superceded or business need is concluded.</p>
23	<p><b>Complaint Case Files:</b></p> <p>Documents agency action on and response to Human Rights Commission, EEOC and Ombudsman complaints.</p>	C+10	-	-	C+10		<p>C=Until case is settled.</p> <p>The HRC and EEOC may be the Office of Record for some files. The Governor's Office administers the Record Copy for some investigative materials.</p> <p>Confidential under AS 39.25.080.</p>
24	<p><b>PROCUREMENT SECTION</b></p> <p><b>Professional Services Contracts:</b></p> <p>Original contract documents with backup, including encumbrances, warrants, agency journal entries, and correspondence.</p> <p>Arranged alphabetically by contractor name.</p>	C+1	6	-	C+7		<p>C=Until the contract is completed or terminated.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
25	<b>Supply Procurement Documents (Copy):</b>  Purchase requisitions and office space leases with backup.  Arranged by document number.	3	-	-	3		
26	<b>State Equipment Records (Correspondence &amp; General Maintenance Files):</b>  State Equipment Records (Warranty Information, Instruction/Operating Manuals, Repair/Maintenance History, etc.):	3  C+4	-  -	-  -	3  C+4		Office of Record for vehicle documentation is the Statewide Equipment Fleet.  C=For the life of the equipment.  <b>JUSTIFICATION FOR RETENTION:</b> Most torts carry a two year statute of limitations; some have three. The Department of Law doesn't always get brought into a case immediately upon expiration of the statute of limitations. Retaining warranty data, manuals and repair/maintenance history records for the life of the equipment plus four years will protect the State in 99% of its cases.
27	<b>Property Control Files:</b>  Agency copies of controlled property management reports, property tag register, excess property reports, property transfer documents, and related correspondence.	3/A	-	-	3/A		Maintain reports on any federally funded property until audit is completed.  Office of Record is the Department of Administration, Division of General Services.