



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

Schedule Number: 13502

RECORDS RETENTION SCHEDULE

Agency ID #: 24

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<p>OFFICE OF THE GOVERNOR</p> <p>EXECUTIVE OFFICES</p> <p>PRESS OFFICE</p>	<p>KEY</p> <p>A - After Audit CFY - Current Fiscal Year CY - Current Year P - Permanent C - Current or as defined</p> <p>Numerals - Years in addition to current year TO - Term in Office S/M - After Scanning/ Microfilming</p>
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The Agency will follow retention periods for common records 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.

All records are nonconfidential. This schedule supercedes #013501 (Press Secretary).

Statutory/Regulatory Authority: AK Constitution Articles III, IV, VI, & IX; AS 39; & AS 44.

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	State Archivist	Date	Attorney General	Date
Sharon Leighow	<i>Original signature held on file.</i>	11/24/2010	<i>Original signature held on file.</i>	11/22/2010
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>Original signature held on file.</i>	10/20/2010	<i>Original signature held on file.</i>	11/2/2010	<i>Original signature held on file.</i>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>SPEECH FILE:</p> <p>Governor's speeches.</p> <p>Arranged topically or by occasion on which the speech was made.</p>	TO	4	P	-		Office of Record.
2	<p>DEPARTMENTAL FILES:</p> <p>An informational file of public relations materials, produced by departments and agencies of the Executive Branch. Includes press releases, newsletters and miscellaneous supporting documents.</p> <p>Arranged alphabetically by name of agency.</p>	TO	4	AR	-		<p>TO = Until the end of the Governor's term of office.</p> <p>AR = Archival Review. The archivist will review these files for historical significance.</p>
3	<p>ISSUES FILES:</p> <p>A subject file on public relations activities.</p> <p>Arranged topically.</p>	TO	4	AR	-		<p>TO = Until the end of the Governor's term of office.</p> <p>AR = Archival Review. The archivist will review these files for historical significance.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>PHOTOGRAPH FILES:</p> <p>Official and publicity digital photographs of the Governor, his staff and advisors, Commissioners, and government buildings. Some images are identified as copyrighted by commercial press agencies (i.e. Anchorage Daily News).</p> <p>Arranged chronologically.</p>	TO	-	P	-		<p>TO = Until the end of the Governor's term of office.</p> <p>Duplicates are provided by Press Secretary's office to the Alaska Historical Library.</p>
5	<p>DEPARTMENTAL COMMISSIONER'S PHOTOGRAPH FILE:</p> <p>Official and publicity digital photographs of departmental commissioners.</p> <p>Arranged by department.</p>	TO*	-	P	-		<p>*TO = Retain through the Commissioner's term of office, then transfer to the Alaska State Archives for permanent retention.</p> <p>Duplicates are provided by Press Secretary's office to the Alaska Historical Library.</p>
6	<p>VIDEO & AUDIO TAPE LOGS:</p> <p>The staff photographer's log of video and audio recording assignments includes date of filming or recording, location, and description.</p> <p>Arranged chronologically.</p>	TO	4	P	-		<p>TO = Until the end of the Governor's term of office.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>VIDEO & AUDIO TAPES:</p> <p>The staff photographer's edited video and audio recordings.</p> <p>Arranged chronologically.</p>	TO	4	P			TO = Until the end of the Governor's term of office.
8	<p>DISTRIBUTION LISTS:</p> <p>Mailing/faxing lists for press releases and flag lowering notifications.</p>	C	-	-	C		C - Until obsolete, superceded or administrative need is met.