



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 159 Schedule No: 07-159.1

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
 DIVISION OF VOCATIONAL REHABILITATION
 159 - CENTRAL & ANCHORAGE ADMINISTRATIVE OFFICES

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

Program records are confidential under AS 23.15.190 and 4 AAC 54.510-550. This schedule supersedes #73801.

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 7/10/2006
Attorney General/Designee <i>Original signature held on file.</i>	Date 10/23/2006	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 10/26/2006
State Archivist <i>Original signature held on file.</i>	Date 10/30/2006	Records Analyst <i>Original signature held on file.</i> Date 6/29/2006

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Vending Stand Project Files The Business Enterprise Program trains and licenses eligible blind and severely disabled Alaskans to operate vending concessions on State and federal property. This series documents training and licensure.</p> <p>Arranged alphabetically by vendor/subject.</p>		5		
<p>002 - Vendor Agreements This records series documents agreements for programs that provide vocational rehabilitation services not provided for elsewhere (e.g. independent living, assistive technology). The agreements certify that vendors are qualified to perform services.</p> <p>Arranged alphabetically by vendor.</p>		C+3		C = Until agreement is terminated.
<p>003 - Federal Program Expenditure & Client Statistical Reports These reports document division activity.</p> <p>Arranged chronologically.</p>		PA		Annual accrual rate is less than .1 cubic foot.
<p>004 - Voc Rehab Community Rehabilitation Programs Directory Listing of vendors/suppliers that provide client services to the division.</p> <p>Arranged alphabetically by name.</p>		C		C = Until obsolete, superceded or administrative need is met. Distributed to each branch office via the Management Information System.
<p>005 - State Plan Annual plan required by federal regulations to provide assurances regarding the activities and administration of the Vocational Rehabilitation program.</p>		PA		Annual accrual rate is less than .25 cubic foot.
<p>006 - Regional Reviews Reports issued every other year reviewing regional activity. Includes program evaluations, statutory/regulatory compliance, individual consumer reviews, and grantee reviews.</p> <p>Arranged by region.</p>		C+3		C = Until obsolete, superseded or administrative/management need is met.

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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>007 - Vocational Rehabilitation Management Information System (VRMIS) Consists of statistical and financial data relating to the division.</p>		C		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)).
<p>008 - ADA Complaint Files These files include complaints received by the general public and by prisoners regarding programmatic compliance of state programs with the Americans with Disabilities Act. Arranged alphabetically by complainant.</p>		C+10		C = Upon resolution of complaint. Confidential information (data regarding a particular disability or medical condition) will be purged prior to transfer to the records center. Annual accrual rate is less than one cubic foot.
<p>009 - Facility Records These files contain initial and follow-up audits regarding access barriers in State owned or leased facilities and plans/proposals to remove these barriers. Arranged alphabetically by facility.</p>		C+10		C = Upon resolution of complaint. Annual accrual rate is less than one cubic foot.
<p>010 - Monthly Statewide Progress Reports Listing of current projects and the status of completion. Arranged chronologically.</p>		10		Annual accrual rate is less than one cubic foot.
<p>011 - Employee ADA Complaints This records series documents technical assistance provided by the ADA office regarding State employee ADA complaints. Arranged alphabetically by complainant.</p>		C+2		C = Upon resolution of complaint. Contains confidential information regarding a particular disability or medical condition.
<p>012 - Department Self-Evaluations Reports completed by state departments regarding programmatic compliance with the ADA.</p>		PA		

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