



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: 222 Schedule No: 07-222.1

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
 DIVISION OF ADMINISTRATIVE SERVICES
 222 - RESEARCH AND ANALYSIS

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.

Unless otherwise indicated all records series may contain confidential data under AS 43.05.230. This schedule supersedes #72009.

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 5/1/2006
Attorney General/Designee <i>Original signature held on file.</i>	Date 6/7/2006	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 6/15/2006	Records Analyst <i>Original signature held on file.</i>
		Date 4/19/2006

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Labor Market Analysis Reports (ES202) (Paper) The ES202 Report is output quarterly from the ES202 Datafile (item #005) and is submitted to the US Department of Labor, Bureau of Labor Statistics (BLS). Contains information sorted by employer, industry code and geographic area.</p>		PA		<p>The ES202 Reports, 1984 - 1986, exist in microfilm reel format. COM production began in 1987, but is no longer done.</p> <p>Annual accrual rate is approximately .25 cubic feet.</p>
<p>001.2 - Labor Market Analysis Reports (ES202) (COM Masters) The ES202 Report is output quarterly from the ES202 Datafile (item #005) and is submitted to the US Department of Labor, Bureau of Labor Statistics (BLS). Contains information sorted by employer, industry code and geographic area.</p>		PA		<p>The ES202 Reports, 1984 - 1986, exist in microfilm reel format. COM production began in 1987, but is no longer done.</p>
<p>001.3 - Labor Market Analysis Reports (ES202) (COM Workcopy) The ES202 Report is output quarterly from the ES202 Datafile (item #005) and is submitted to the US Department of Labor, Bureau of Labor Statistics (BLS). Contains information sorted by employer, industry code and geographic area.</p>		10		<p>The ES202 Reports, 1984 - 1986, exist in microfilm reel format. COM production began in 1987, but is no longer done.</p>
<p>002 - Employer's Report of Employment & Total Wages (1004E) The 1004E form is sent out quarterly to multi-site and multi-industry employers. Employers respond voluntarily. Data gathered is used as a supplement to the 1004, Employer's Contribution Report Batches maintained by ESD, Tax (refer to schedule #07-236.1, item #001).</p> <p>Reports arranged alphabetically by employer.</p>		3		<p>Data input into the ES202 Datafile (item #005).</p>
<p>003 - Multiple Work Site Survey The 1818 report is sent out quarterly to federal agencies to collect data on civilian employees and wages.</p> <p>Reports are arranged by employer number and then chronologically.</p>		3		<p>Confidential under 23.20.110.</p> <p>Data input into the ES202 Datafile (item #005).</p>

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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<p>004 - Annual Refiling Survey BLS 3023 series forms comprise a survey on a three year cycle of employers in selected industries. The purpose of the survey is to update and verify employer industry codes (SIC) in the ES202 Datafile.</p> <p>Forms are arranged by UI account number and then chronologically.</p>		3		Confidential under 23.20.110.
<p>005 - ES202 Datafile This is an electronic datafile containing information on employment and wages maintained on the department's mainframe computer. The data is routinely updated as a result of the 1004, 1004E, 1818 and 3023 series forms.</p>		C	Y	C = Until information is superseded, obsolete or administrative need is met.
<p>006 - Occupational Report Survey Forms This series consists of returned survey forms from employers in occupational groupings. Surveys are completed annually on a three year cycle for the complete grouping.</p> <p>Arranged by schedule number.</p>		3.5		Results of the survey are compiled in the "Alaska Industry Occupational Outlook" and "Alaska Occupational Supply & Demand."
<p>007 - Special Population Census Schedules: Original census field worksheets. Censuses are taken at the option of local governments and are the basis for state revenue sharing. This records series is not related to the federal census.</p>		PA		Annual accrual rate is approximately .5 cubic feet. Confidential under the Alaska Constitution, Article 1, Section 22.
<p>008 - Demographic Reference Materials This series consists of computer generated census data, annual birth and death statistics, special population census summary sheets, etc. used for analytical backup.</p> <p>Arranged chronologically.</p>		PA		Annual accrual rate is approximately .25 cubic feet. Recommended ten year records center retention prior to transfer to the State Archives in order to meet reference needs.

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<p>009 - Demographic Unit Data Maps This series consists of mylars and/or bluelines for US Census Data Maps showing boundary lines for Rural Education Attendance Areas and other physical boundaries. Mylars are created by the US Census Board. These are the only existing maps of specific census areas located in Alaska.</p>		PA		<p>Annual accrual rate is approximately 2 cubic feet.</p> <p>The Census Bureau and the National Archives in Anchorage has a master set of the maps.</p> <p>Recommended ten year records center retention prior to transfer to the State Archives in order to meet reference needs.</p>
<p>010 - Annual Employment Preference Determinations This database is used by the DOLWD Commissioner to determine which occupational groups are subject to Alaska Hire Preference on public funded construction projects.</p>		2		
<p>011 - Legislative Redistricting/Reapportionment The Department of Labor and Workforce Development supports legislative redistricting efforts with technical computer modeling, production of maps and analysis of census data. This records series consists of support documents, including depositions and US Department of Justice, Section 5 submissions.</p>		PA		<p>Annual accrual rate is approximately .5 cubic feet.</p>

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