



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 252      Schedule No: 07-252.1**

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
 DIVISION OF WORKERS' COMPENSATION  
 252 - FISHERMEN'S FUND ADVISORY & APPEALS COUNCIL

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 noted all records series are nonconfidential. This schedule supersedes #72904.

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 6/25/2008
Attorney General/Designee <i>Original signature held on file.</i>	Date 7/9/2008	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 8/1/2008
State Archivist <i>Original signature held on file.</i>	Date 8/1/2008	Records Analyst <i>Original signature held on file.</i> Date 6/24/2008

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - Fishermen's Fund Claim &amp; Case Files (Originals)</b>                      This series documents the agency's action on applications for benefits due commercial fishermen and consists of the following: correspondence, medical statements, health insurance claims, physicians' reports of injury/illness, appeals, orders, information sheet and billing history.</p> <p>Arranged alphabetically by claimant.</p>	H	M	Y	<p>M = After microfilming.</p> <p>Originals are maintained for 2 years in office. The files are then filmed and two microfilms are produced: the workcopy is retained in the office and the master copy is sent to the records center. Original documentation may be destroyed after microfilm is certified "true &amp; correct".</p> <p>Annual accrual rate is approximately 10-12 cubic feet.</p> <p>Authority: 8 AAC 55.030</p> <p>Some data from this records series is entered into the Fish Fund (item #003).</p>
<p><b>001.2 - Fishermen's Fund Claim &amp; Case Files (Master Microfilm)</b>                      This series documents the agency's action on applications for benefits due commercial fishermen and consists of the following: correspondence, medical statements, health insurance claims, physicians' reports of injury/illness, appeals, orders, information sheet and billing history.</p> <p>Arranged alphabetically by claimant.</p>	M	50	Y	<p>Master microfilm should be retained offsite in a records center.</p> <p>Some data from this records series is entered into the Fish Fund (item #003).</p>
<p><b>001.3 - Fishermen's Fund Claim &amp; Case Files (Workcopy Microfilm)</b>                      This series documents the agency's action on applications for benefits due commercial fishermen and consists of the following: correspondence, medical statements, health insurance claims, physicians' reports of injury/illness, appeals, orders, information sheet and billing history.</p> <p>Arranged alphabetically by claimant.</p>	M	50	Y	<p>Some data from this records series is entered into the Fish Fund (item #003).</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><b>Retention Key</b></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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></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
<b>002 - Fishermen's Fund Advisory &amp; Appeals Council Meeting Files</b> This series consists of correspondence, minutes, agenda, appeals and special orders.  Arranged chronologically.		PA	Y	Annual accrual rate is less than one cubic foot.
<b>003 - Fish Fund</b> This information system tracks claims and monitors payments for fisherman injuries.	E	PO		Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).

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 style="text-align: center;"><b>Retention Key</b></p> <p>A = Until Audit                      PO = Permanent (Retain in agency office)                      C = Cut-off event/date              S = Until Scanned                      CY = Current Year                      T = Transfer                      CFY = Current Fiscal Year              TO = Term of Office                      PA = Permanent (Transfer to State Archives)</p>	<p style="text-align: center;"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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