



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: 657      Schedule No: 07-657.1**

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

657 - DIVISION OF BUSINESS PARTNERSHIPS

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.

Participant files may include confidential data per 20 CFR 627.463(b)(1); all other records are non-confidential unless otherwise noted. This records retention schedule supersedes #75000.

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 2/15/2005
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/8/2005	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 3/22/2005
State Archivist <i>Original signature held on file.</i>	Date 4/11/2005	Records Analyst <i>Original signature held on file.</i> Date 1/28/2005

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Subgrant Files</b>                      This series includes copies of subgrants and all modifications/amendments, invoices, records of payments, monitoring reports and correspondence.</p> <p>Arranged alphabetically by type and year.</p>		C+5/A		<p>C = Until subgrant funding is terminated or completed and division receives official grant closeout letter.</p> <p>A = If grant is subject to independent or state single audit, retain file until audit completed and program manager authorizes disposal.</p> <p>Retention Authority: 29 CFR 97.42. Retention period for real property and equipment begins from the date of disposition, replacement or transfer. Refer also to 29 CFR 97.32.</p>
<p><b>002 - Participant Files</b>                      Series includes applications, eligibility determinations, movement forms, verifications, termination forms, follow-up data and other supporting documentation.</p> <p>Arranged alphabetically by type and year.</p>		5		<p>Participant files may include confidential data per 20 CFR 627.463(b)(1).</p> <p>Some information from this fileset is input into the Management Information System (MIS).</p>
<p><b>003.1 - Applications (Complete - Denied or Withdrawn)</b>                      Individual participant or grantee (entity) applications regarding participation in program.</p> <p>Arranged alphabetically by type.</p>		3		<p>Applications may include confidential data per 20 CFR 627.463(b)(1).</p>
<p><b>003.2 - Applications (Incomplete)</b>                      Individual participant or grantee (entity) applications regarding participation in program.</p> <p>Arranged alphabetically by type.</p>		1		<p>Applications may include confidential data per 20 CFR 627.463(b)(1).</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
<p><b>004 - Fund Source Budget Documents</b>                      This records series consists of budget data relating to funding source requirements and may include: cost allocation plans, Notice of Obligation (NOO), indirect cost rate proposals or computations, and other supporting documents.</p> <p>Arranged chronologically by budget year.</p>		C+5/A		<p>C = Until subgrant funding is terminated or completed and division receives official grant closeout letter.</p> <p>A = If grant is subject to independent or state single audit, retain file until audit completed and program manager authorizes disposal.</p> <p>Retention Authority: 29 CFR 97.42. Retention period for real property and equipment begins from the date of disposition, replacement or transfer. Refer also to 29 CFR 97.32.</p>

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