

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Labor and Workforce Development
Workers' Compensation Appeals Commission

Authority: Under AS 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule.

If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.

Disposition: The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the *Alaska General Records Retention Schedules*, the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.

Archival Value: Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).

Format and Media: Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005.

Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Essential Designation: Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).

Copies: Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).

Supersedence: Initial schedule - no supersendence

Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated.		Agency CEO/ Division Director/ Chair Original signature held on file.	Date: 1/26/2024
		Deirdre D. Ford, Chair, Workers' Compensation Appeals Commission	
Attorney General/Designee Original signature held on file.	Date: 2/9/2024	Commissioner of Administration/Designee Original signature held on file.	Date: 8/21/2024
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Hans Zigmund, Director, Division of Finance, Department of Administration	
State Archivist Original signature held on file.	Date: 8/23/2024	Records Analyst Original signature held on file.	Date: 8/26/2024
Karen Gray, State Archivist		Clayton Hainebach, State Records Manager	

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Case Files</p> <p>This series includes, but is not limited to, notices of appeal, petitions for review, motions, transcripts, briefs, excerpts of record, correspondence, notices, orders, and decisions in appeals and petitions for review of Alaska Workers' Compensation Board decisions and orders.</p>	60		<p>Dispose of records sixty years after date of injury.</p> <p>Records may be confidential per AS 40.25.120.</p>
2	<p>Audio Recordings and Log Notes</p> <p>This record series includes all audio recordings of hearings and oral arguments held before the Commission in appeals and petitions for review of Alaska Workers' Compensation Board decisions and orders.</p>	10		<p>Dispose of records ten years after closure of case.</p>
3	<p>Memorandum and Final Decisions</p> <p>This record series includes all memorandum and final decisions issued by the Commission in appeals and petitions for review of Alaska Workers' Compensation Board decisions and orders.</p>	Permanent	Yes	<p>Retain records permanently to the agency.</p>

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.