



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
 P.O. Box 110525, 141 Willoughby Avenue  
 Juneau, AK 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 518      Schedule No: 33-518.1**

ALASKA STATE LEGISLATURE  
 DIVISION OF LEGAL AND RESEARCH SERVICES  
 518 - LEGISLATIVE REFERENCE LIBRARY (LRL)

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

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #310202.

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 10/31/08
Attorney General/Designee <i>Original signature held on file.</i>	Date 11/17/08	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 11/18/08
State Archivist <i>Original signature held on file.</i>	Date 12/23/08	Records Analyst <i>Original signature held on file.</i> Date 10/16/08

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - Standing Committee Bill &amp; Subject Files (Original)</b>                      Consists of bill and subject files for all standing committees and some free conference committees and includes: fiscal notes, correspondence, amendments, reports to and from committee. Arranged numerically by Legislature and then alphabetically by standing committee name. Within each committee, the files are arranged alphabetically by subject and by bill number.</p>	H	PA	Y	<p>Two years of bill files are filmed every other year by the Central Microfilm Lab. Workcopy microfiche is made for the following: Anchorage, Fairbanks Legislative Information Offices; Anchorage, Fairbanks, Ketchikan Law Libraries; LRL; Alaska State Archives; University of Alaska-Anchorage Library and University of Alaska-Fairbanks Library.</p> <p>An index of subjects and bills cross-references to the microfiche.</p> <p>Annual accrual is approximately 30-35 cubic feet.</p>
<p><b>001.2 - Standing Committee Bill &amp; Subject Files (Master &amp; Work Copy Microfiche)</b>                      Consists of bill and subject files for all standing committees and some free conference committees and includes: fiscal notes, correspondence, amendments, reports to and from committee. Arranged numerically by Legislature and then alphabetically by standing committee name. Within each committee, the files are arranged alphabetically by subject and by bill number.</p>	M	PA	Y	
<p><b>001.3 - Standing Committee Bill &amp; Subject Files (Work Copy Microfiche)</b>                      Consists of bill and subject files for all standing committees and some free conference committees and includes: fiscal notes, correspondence, amendments, reports to and from committee. Arranged numerically by Legislature and then alphabetically by standing committee name. Within each committee, the files are arranged alphabetically by subject and by bill number.</p>	M	PO	Y	

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>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>002.1 - Special Committee &amp; Subject Files (Original)</b>                      This series consists of committee and subject files for all nonstanding committees or task forces and includes: correspondence, reports, legislation, transcripts of hearings and meetings, amendments to bills, and selected subject files of individual legislators and/or committees.</p> <p>Arranged by accession number.</p>	H	PA	Y	<p>Two years of bill files are filmed every other year by the Central Microfilm Lab. Workcopy microfiche is made for the following: Anchorage, Fairbanks Legislative Information Offices; Anchorage, Fairbanks, Ketchikan Law Libraries; LRL; Alaska State Archives; University of Alaska-Anchorage Library and University of Alaska-Fairbanks Library.</p> <p>An index of subjects and bills cross-references to the microfiche.</p> <p>Annual accrual is approximately 3 cubic feet.</p>
<p><b>002.2 - Special Committee &amp; Subject Files (Master &amp; Work Copy Microfiche)</b>                      This series consists of committee and subject files for all nonstanding committees or task forces and includes: correspondence, reports, legislation, transcripts of hearings and meetings, amendments to bills, and selected subject files of individual legislators and/or committees.</p> <p>Arranged by accession number.</p>	M	PA	Y	
<p><b>002.3 - Special Committee &amp; Subject Files (Work Copy Microfiche)</b>                      This series consists of committee and subject files for all nonstanding committees or task forces and includes: correspondence, reports, legislation, transcripts of hearings and meetings, amendments to bills, and selected subject files of individual legislators and/or committees.</p> <p>Arranged by accession number.</p>	M	PO	Y	

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>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>003 - Standing &amp; Special Committee Audio Recordings &amp; Inventories (Tapes through 2004)</b>                      This series consists of cassettes and reel-to-reel tapes for special, interim, joint and standing committees and task forces. Arranged numerically by Legislature and then alphabetically by committee. Within each committee, tapes are arranged by meeting date. Digital audio is available (2005 to present) on the Legislative website along with committee minutes.</p> <p>Master &amp; Workcopy Microfiche - Photocopies of Outside of Tapes and Tape Jackets 1970 - 1981 administered at the State Archives.</p>		PA	Y	Indexes to the tapes for 1970-81 are the few tape/minute lists in the minute books (see minutes microfiche, and also separate notebook of these lists), and an inventory of all the tapes (see binder) along with photocopies of all the outsides of the tapes and tape jackets. Indices to tapes 1982-current are tape/minute lists in the minute books as well as in separate set of notebooks of all the tape/minute lists. Inventories of tapes and microfiche photocopies of outside of tapes/tape jackets are maintained at the same locations as the microfiche of the committee files.  Annual accrual is approximately 12 cubic feet.
<p><b>004 - Standing &amp; Special Committee Minute Books (Original)</b>                      Consists of committee minute books. Each minute book contains one committee from one Legislature with contents arranged chronologically. Committee minutes are arranged numerically by Legislature, and then by committee name. Early minute books 1967 - 1981 may contain additional material besides minutes.</p> <p>The State Archives administers Master &amp; Workcopy Microfiche 1967-1981.</p>	H	PA	Y	There are two runs for this series: 1967 - 1981 (paper and microfiche); 1982 - current (paper and computer). Inventories of minutes (tape/minute lists) are in individual minute books (see microfiche 1967 - 1981) as well as separate set of binders of all the tape/minute lists. Microfiche is maintained at the same locations as microfiche of the bill and subject files.  Annual accrual rate is approximately four cubic feet.

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>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>005.1 - Finance Committee Bill Files (Original)</b>                      Consists of the original bill files for the House and Senate Finance Committees. Includes copies of fiscal notes, bill versions, correspondence and legislative actions. Arranged by bill number. An index of bills cross-references to the microfiche.</p>	H	PA	Y	<p>Two years of bill files are filmed every other year by the Central Microfilm Lab. Work copy microfiche is made for the following: Anchorage, Fairbanks Legislative Information Offices; Anchorage, Fairbanks, Ketchikan Law Libraries; LRL; Alaska State Archives; University of Alaska-Anchorage Library and University of Alaska-Fairbanks Library.</p> <p>Annual accrual is approximately 12 cubic feet.</p>
<p><b>005.2 - Finance Committee Bill Files (Master &amp; Work Copy Microfiche)</b>                      Consists of the original bill files for the House and Senate Finance Committees. Includes copies of fiscal notes, bill versions, correspondence and legislative actions. Arranged by bill number. An index of bills cross-references to the microfiche.</p>	M	PA	Y	
<p><b>005.3 - Finance Committee Bill Files (Work Copy Microfiche)</b>                      Consists of the original bill files for the House and Senate Finance Committees. Includes copies of fiscal notes, bill versions, correspondence and legislative actions. Arranged by bill number. An index of bills cross-references to the microfiche.</p>	M	PO	Y	
<p><b>006 - Finance Committee Minute Books (Original)</b>                      Consists of the summary minutes of House and Senate Finance Committee hearings. Minutes reference the cassette tape number (Item #007). Finance minute books often contain additional material besides minutes.</p> <p>Arranged chronologically.</p> <p>The State Archives administers Master &amp; Workcopy Microfiche 1967-1981.</p>	H	PA	Y	<p>Microfiche is maintained at the same locations as microfiche of the bill and subject files.</p> <p>Annual accrual rate is approximately one cubic foot.</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>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>007 - Finance Committee Hearing Audio Recordings (Tapes through 2004)</b>                      Records series consists of cassette tapes and audio recordings of House and Senate Finance Committee Hearings. A single tape may contain several hearing dates. Digital audio is available (2005 to present) on the Legislative website along with committee minutes.</p> <p>Arranged by tape number, referenced in minutes (item #006).</p>		PA	Y	Annual accrual rate is approximately one cubic foot.
<p><b>008 - Legislative Budget &amp; Audit Committee Minutes</b>                      This series consists of the summary minutes of LB&amp;A hearings/meetings and relevant backup information. Summary minutes of executive sessions only reflects final actions or decisions.</p> <p>Arranged chronologically. There is no topic or bill number index.</p>	H	PA	Y	Annual accrual rate is less than one cubic foot.
<p><b>009 - Legislative Budget &amp; Audit Committee Hearing Audio Recordings (Tapes through 2004)</b>                      This series consists of cassette tapes and audio recordings of LB&amp;A hearing/meetings, including both regular and executive sessions. Digital audio is available (2005 to present) on the Legislative website along with committee minutes.</p> <p>Arranged chronologically.</p>		PA	Y	Annual accrual rate is less than one cubic foot.

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 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 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>
--	--	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>010 - Legislative Budget &amp; Audit Committee Files (Originals)</b>                      Legislative Budget and Audit is statutorily responsible for oversight and/or approval of budgetary revised programs, school district waiver requests, federal budget impact funds, etc. This series consists of the correspondence and transmittal/approval letters, agenda items, committee administrative and reading files.</p>		PA	Y	<p>There have been no transfers thus far to LRL from the LB&amp;A Committee as documents from this records series have been attached to the minutes, see item #008. For 2001-2006 some committee files are available, mainly those related to the natural gas pipeline. The LB&amp;A website at <a href="http://lba.legis.state.ak.us/">http://lba.legis.state.ak.us/</a> has all the natural gas pipeline presentation materials 2004 to current.</p> <p>Annual accrual rate is less than one cubic foot.</p>
<p><b>011 - Legislative Reference Library LLIB Collection</b>                      Contains entries for all materials and collections in the library regarding Legislative history. Includes reports written by, contracted by or requested by the legislature and contains some transcripts of legislative meetings.</p> <p>Arranged by year produced and then by accession number.</p>		PO	Y	<p>There are many original documents in this records series, which dates to 1953. Total volume is approximately 90 cubic feet with an annual accrual rate of approximately 1 cubic foot. Items in this series are listed on the Folio Infobase Web Server under the Legislative Reference Library Catalog.</p>
<p><b>012.1 - Permanent Bill File (Original)</b>                      This series consists of all versions of all bills and resolutions.</p> <p>Arranged by House/Senate bill number.</p>	H	PO	Y	<p>The original hardcopy is microfilmed every two years. Record copy is administered by the Legislative Reference Library.</p>
<p><b>012.2 - Permanent Bill File (Master &amp; Work Copy Microfilm)</b>                      This series consists of all versions of all bills and resolutions.</p> <p>Arranged by House/Senate bill number.</p>	M	PA	Y	

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>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>012.3 - Permanent Bill File (Work Copy Microfilm)</b>                      This series consists of all versions of all bills and resolutions.                       Arranged by House/Senate bill number.</p>	M	PO	Y	

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 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 align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
--	--	--