



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 519 Schedule No: 33-519.1

ALASKA STATE LEGISLATURE
 DIVISION OF LEGAL AND RESEARCH SERVICES
 519 - LEGAL SERVICES

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 #310103.

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.

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| Division Director | Signature of Division Director <i>Original signature held on file.</i> | Date 10/3/00 |
| Attorney General/Designee <i>Original signature held on file.</i> | Date 10/26/00 | Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 10/13/00 |
| State Archivist <i>Original signature held on file.</i> | Date 10/30/00 | Records Analyst <i>Original signature held on file.</i> Date 9/29/00 |

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---|--------|-----------------|-----------|---|
| <p>001.1 - Permanent Bill File (Original) This series consists of all versions of all bills.</p> <p>Arranged by House/Senate bill number.</p> | H | M | Y | <p>M = Until microfilm is certified "true and correct".</p> <p>The original hardcopy is microfilmed very two years.</p> <p>Record copy is administered by the Division of Legal and Research Services.</p> |
| <p>001.2 - Permanent Bill File (Master Microfilm) This series consists of all versions of all bills.</p> <p>Arranged by House/Senate bill number.</p> | M | PA | Y | |
| <p>001.3 - Permanent Bill File (Work Copy Microfilm) This series consists of all versions of all bills.</p> <p>Arranged by House/Senate bill number.</p> | M | PO | Y | |
| <p>002.1 - Legislative Work Orders (Original) Members of the Legislature utilize the research and bill drafting services of the division's attorneys. This records series documents the scope of each request.</p> <p>Arranged by request number.</p> | H | M | Y | <p>M = Until microfilm is certified "true and correct."</p> <p>The original hardcopy is microfilmed every four years.</p> <p>This fileset is confidential per AS 24.20.100.</p> <p>The master microfilm is retained in the Division of Legal and Research Services.</p> |
| <p>002.2 - Legislative Work Orders (Master & Work Copy Microfilm) Members of the Legislature utilize the research and bill drafting services of the division's attorneys. This records series documents the scope of each request.</p> <p>Arranged by request number.</p> | M | PO | Y | <p>This fileset is confidential per AS 24.20.100.</p> <p>The master microfilm is retained in the Division of Legal and Research Services.</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.

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| <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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| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|---|--------|-----------------|-----------|--|
| <p>003 - ALDEX This electronic information system tracks attorney workload, work project status and statistics. Staff may check or update status of work projects from any personal computer connected to the Local Area Network.</p> | D | C | | <p>C = Until information is superseded, obsolete or administrative/management need is met.</p> <p>This fileset contains information confidential per AS 24.20.100.</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.

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| <p align="center">Retention Key</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">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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