



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: 316 Schedule No: 09-316.1

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
 316 - COMMUNICATIONS OFFICE

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 indicated all records series are nonconfidential. This records schedule supercedes 090802.

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 3/16/09
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/23/09	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 5/11/09	Records Analyst <i>Original signature held on file.</i>
		Date 3/11/09

RRDS Continuation		Agency I.D: 316	Schedule No: 09-316.1	Page 2 of 2
Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Press Releases This series consists of all Department of Military and Veterans Affairs press releases. Arranged chronologically.		PA		Annual accrual rate is less than .5 cubic foot. Refer to the Commissioner General Administrative Records Retention and Disposition Schedule.
002 - Clipping Files This series consists of clippings related to department functions compiled either by a clipping service or inhouse. Arranged chronologically.		PA		Annual accrual rate is less than .5 cubic foot. Refer to the Commissioner General Administrative Records Retention and Disposition Schedule.
003 - Speech File This series consists of speech scripts delivered by Communications Director and Commissioner staff. Arranged chronologically.		PA		Annual accrual rate is less than .25 cubic foot. Refer to the Commissioner General Administrative Records Retention and Disposition Schedule.

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.

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