



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: 672 Schedule No: 09-672.1

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
 672 - OFFICE OF VETERAN'S AFFAIRS

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 #91800.

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 3/12/09
Attorney General/Designee <i>Original signature held on file.</i>	Date 6/9/09	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 6/16/09
State Archivist <i>Original signature held on file.</i>	Date 6/22/09	Records Analyst <i>Original signature held on file.</i> Date 5/11/09

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - DD Form 214 (Armed Forces Report of Separation Form) The Department of Defense transmits "copy 6" of the Certificate of Release or Discharge from Active Duty to the OVA. The Report of Separation contains information normally needed to verify military service for benefits, retirement, employment, and membership in veterans' organizations and may include: date/place of entry into active duty; home address at time of entry/after separation; date/place of release from active duty; last duty assignment/rank; military job specialty/education; decorations, medals, badges, citations, and campaign awards; total creditable service.</p>		50		Arranged alphabetically. Total Volume: 18 linear feet. Justification for 50-year Retention: Administrative need at request of agency & the Department of Law.
<p>002 - Governor's Veteran's Advocacy Award Records This records series documents individuals who demonstrate an extraordinary personal concern, compassion, and commitment to veterans causes, veterans, and their families. Nominations must be received by August 1 of each year. Awards are presented on Veteran's Day, November 11.</p> <p>Arranged alphabetically by year.</p>		5		
<p>003 - Veteran's Landmark Property Applications The Military and Veterans Landmark Property Program formally recognize memorials around the state built to honor the military and veterans of the armed forces. Information includes: monument/memorial name, location, description, purpose, inscription and other data.</p> <p>Arranged alphabetically applicant name.</p>		5		

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">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 align="center">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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