



DEPARTMENT OF EDUCATION
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 91212

Agency ID #: 315

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF MILITARY & VETERANS AFFAIRS

DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT

PO Box 5750

Fort Richardson AK 99505-5750

KEY

- A** - After Audit
- C** - Active - as defined in Remarks column
- CY** - Current Year
- CFY** - Current Fiscal Year
- P** - Permanent
- M** - After Microfilming
- Numerals** - Years in Addition to current year
- TO** - Term in Office

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Unless otherwise noted, all records series are retained on a **Fiscal** year basis.

Unless otherwise indicated all records series are nonconfidential. This records schedule supercedes #91201.

Statutory/Regulatory Authority: AS 26.20; AS 26.23, Administrative Order #203 and applicable parts of Title 46, and Administrative Order 170. The mission of the Division of Homeland Security & Emergency Management is to protect lives and property from terrorism and all other hazards and provide rapid recovery from all disaster events.

NOTE: 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, the records listed below are approved for retention and disposition as indicated.

Division Direction	State Archivist		Date	Attorney General	Date
John Madden, Director	<i>Original signature held on file.</i>		8/11/10	<i>Original signature held on file.</i>	7/2/10
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Original signature held on file.</i>	6/28/10	<i>Original signature held on file.</i>	6/29/10	<i>Original signature held on file.</i>	7/28/10

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 91202

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Item No.	Records Series Title and Description (Item # from General Administrative Records Retention Schedule)	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	FILES MAINTENANCE & DISPOSITION						C = Until obsolete, superceded or administrative/management need is met.
1.1	Files Maintenance & Disposition	CFY+3			CFY+3		
1.2	Office Administration	CFY+3			CFY+3		
1.2.4	Memorandums						
1.2.7	Division Policies (Active)						
1.2.7.1	Division Policies (InActive)	CFY+6			CFY+6		
1.2.9	Delegations of Authority (Active)						
1.2.12	Audits						
1.2.13	Site Monitorings						
1.2.14	Agreements -- MOU/MOA (Active)						
1.2.14.1	Agreements -- MOU/MOA (InActive)	CFY+3			CFY+3		
1.2.20	DHS&EM Briefings						
1.3	Administration/Government	CFY+3			CFY+3		
1.4	Finance	CFY+6			CFY+6		
1.5	Purchasing and Contracting	CFY+6			CFY+6		
1.6	Grants	CFY+6			CFY+6		GCO = Grant Close Out.
1.7	Personnel Files	CFY+3			CFY+3		
1.7.2	Timesheets & Leave Slips	CFY+6			CFY+6		
1.7.3	Individual Personnel Files	CFY+1			CFY+1		
1.7.4	Recruitment & Emergency Hires/Extensions	CFY+2			CFY+2		

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER 91202	Page 3 of 3
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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
2	DISASTER. State of AK Disasters. Files may contain disaster project applications, i.e., disaster declaration, general documentation, appropriation and management of budget, damage survey reports (DSR), final inspection, <i>Individual and Family Grants (IFG) (SEE REMARKS)</i> ; State Public Assistance; Hazard Mitigation Plan, Temporary Housing; Denied Disaster Requests; After Action Reviews/Reports; Disaster Infrastructures, etc.	DCO+6			DCO+6		DCO = Disaster Close Out CONFIDENTIAL PRIVACY ACT STATEMENT AUTHORITY: The authority to collect this information is derived from the DISASTER RELIEF ACT OF 1974, Title 42 United States Code, Sections 5121 (b) (3). et. seq. and Executive Order 12148, IN ACCORDANCE WITH ARTICLE 1 SECTION 21, AK STATE CONSTITUTION
3	OPERATIONS	CFY+3			CFY+3		
4	PREPAREDNESS						
4.1	Training and Exercises	CFY+3			CFY+3		
4.2	State Emergency Response Commission	CFY+5		P			
4.3	Local Emergency Planning Committee	CFY+3			CFY+3		
5	PLANS	C			C		C = Until obsolete, superceded or administrative/management need is met.

Additional internal file schedule available upon request from the State Archives Records and Information Management section by email at RIMS@alaska.gov.