



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: 571 Schedule No: 18-571.1

DEPARTMENT OF ENVIRONMENTAL CONSERVATION
 DIVISION OF ENVIRONMENTAL HEALTH
 571 - PESTICIDE CONTROL PROGRAM

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 are nonconfidential. This schedule supersedes #183300.

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 | | Date |
| | * | | |
| Attorney General/Designee | Date | Commissioner of Administration/Designee | Date |
| * | 12/15/99 | * | 12/28/99 |
| State Archivist | Date | Records Analyst | Date |
| * | 1/4/00 | * | 11/26/99 |

* Original signatures held on file.

| Item No - Record Series Title & Description | Format | Total Retention | Bus. Ess. | Remarks |
|--|--------|-----------------|-----------|--|
| <p>001 - Food Safety Laboratory Results The fileset consists of the following lab results: Seafood, PSP, Ready to Eat, Marine Water, Shellfish/General Microbiology, Chemistry, Animal Health, Burcellosis/EIA forms, Parasite, Dairy, Microbiology & Chemistry, and Laboratory Certification.</p> <p>Each result is assigned a log number. Arranged geographically by area.</p> | | 5 | | <p>Results are entered into R-Base.</p> <p>Retention Authority: 21 CFR 600.12 (Food & Drug Administration) & 7 CFR 110 (United States Department of Agriculture).</p> <p>PSP = Paralytic Shellfish Poisoning.</p> |
| <p>002 - Drinking Water Laboratory Certification Records Includes analytical files.</p> <p>Arranged numerically by log number and alphabetically by name.</p> | | 3 | | <p>Results are entered into R-Base.</p> <p>Retention Authority: 40 CFR 142 (Environmental Protection Agency)</p> |
| <p>003 - Pesticide Program Records Documents the state pesticide registration program (18 AAC 90.205) and includes applications, brands or product names, product/registration labels, active/inert ingredient percentages, location of application, and inspection records.</p> <p>Arranged by EPA Registration number within inspection type.</p> | | C | | <p>C = Until administrative/management need is met.</p> <p>Some data from this series is input into a Microsoft Access database.</p> <p>Retention Authority: 7 CFR 110.</p> <p>Records must be kept for at least two years from date of pesticide application.</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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