



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 423      Schedule No: 18-423.1**

DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
 DIVISION OF WATER  
 423 - VILLAGE SAFE WATER 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 record series are nonconfidential. This schedule supersedes #181404.

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
	*	1/5/09
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	1/5/09	*
		Date
		1/13/09
State Archivist	Date	Records Analyst
*	1/20/09	*
		Date
		8/19/08

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001.1 - Historical Community Information (Community Information Files)</b> Community Information Files consist of permits, easements, well logs, water quality, geotechnical, operations/maintenance data.		PA	Y	
<b>001.2 - Historical Community Information (Agency Project &amp; Engineering Reports)</b> Agency Project Reports consists of DCRA maps, final/VSW feasibility reports, PHS project summaries and Memorandum of Agreements. Engineering Reports include technical/geotechnical research, master plans, consultant feasibility studies.		25	Y	Juneau office has copies of reports.  Community Information Files are purged from records series before transfer to records center.
<b>002.1 - Project Files (Financial)</b> Project Files include financial data regarding primary engineering drawings, CPA financial summaries, primary engineer contracts, payments requests. Also consists of correspondence, trip reports, secondary service and materials contracts.		C+7	Y	C = Until project is concluded and final report is issued.  Project files are identified by community and project number.
<b>002.2 - Project Files (Design)</b> Project Files include financial data regarding primary engineering drawings, CPA financial summaries, primary engineer contracts, payments requests. Also consists of correspondence, trip reports, secondary service and materials contracts. Design files include record of scope of work selection, community participation, engineering calculations, design values, final CPA financial summary, etc.		C+7	Y	C = Until facility no longer in operation.  Project files are identified by community and project number.
<b>003 - Operation &amp; Maintenance Manuals</b> This series consists of all system operation and maintenance manuals (O&M) for all constructed facilities. O&M manuals contain technical information on the construction, operation and maintenance of all components of a facility.  Arranged alphabetically by community.		C+7		C = Until facility no longer in operation.

**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"><b>Retention Key</b></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"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></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><b>004 - Construction Plans</b>                      This series includes 24" X 36" and/or 22" X 34" proposed plans and record drawings. Typically are blueprints and mylars. All new projects use the 22" X 34" plan format with a graphical bar scale. May also include half-size 11"X17" format, typically vellum or bond paper.</p> <p>Arranged by community name.</p>	H & E	C+7		<p>C = Until facility no longer in operation.</p> <p>There is a project drawings index on an Excel spreadsheet.</p>
<p><b>005 - Product Information Files</b>                      Includes data relating to pipes, tanks and tank pumpers, revegetation methods, burn boxes, solid waste and small wastewater systems.</p> <p>Arranged alphabetically by subject.</p>		7		
<p><b>006 - Standard Specifications</b>                      Reference data for developing contracts, buying materials, etc. The three main types are: A) Materials; B) Performance; C) Administrative/Contractual.</p>	H & E	C		C = Until business need is concluded.
<p><b>007 - EPA Project Files</b>                      Consists of projects that have been completed within the State of Alaska in conjunction with the EPA. ADEC is under contract with EPA to store and archive these files.</p> <p>Organized alphabetically by project and project number.</p>		7		

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