



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

Schedule Number: 91103

Agency ID #: 531

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF MILITARY & VETERANS AFFAIRS

DIVISION OF ADMINISTRATIVE SERVICES

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, unless those records have been listed on this schedule.

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

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted, all records series are nonconfidential. This schedule supercedes the schedule #91102.

Statutory Authority: AS 26 (MVA); AS 44.35 (DMVA), AS 36 (Contracts), AS 37 (Finance).

The Department of Military & Veterans Affairs provides: military forces to accomplish military missions in the state or around the world; homeland security and defense; emergency response; and, youth military training and education. The Division of Administrative Services provides effective and efficient financial management, human resource, and mail services to departmental program managers and employees.

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 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Director	State Archivist		Date	Attorney General	Date
Susan Colligan, Director	<i>Glenn A. Cook</i>		9/14/09	<i>Craig J. Tubkey</i>	9/8/09
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Susan Colligan</i>	8-17-09	<i>D. Dawson</i>	8/7/09	<i>Ken Johnson</i>	8/31/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Administrative Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Cooperative Service Agreements & Reimbursement Files:</p> <p>Includes National Guard Bureau (NGB) cooperative service agreements, modifications, correspondence, reimbursement worksheets and reconciliation workpapers, and Federal Standard Form 1034.</p>	C+6/ A	-	-	C+6/ A		<p>C=Until agreement expires. A=Until audit is concluded and all Defense Contract Audit Agency findings resolved. Retain 6 years after agreement is concluded; or, after audit is concluded, whichever is longer.</p> <p>Under AS 09.10.120 the statute of limitation for contract actions brought in the name of the State is 6 years.</p> <p>Refer also to the General Administrative Records Retention Schedule, Item 50, Procurement Records.</p>