

STATE OF ALASKA  
 DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT  
 ALASKA STATE ARCHIVES/RECORDS &  
 INFORMATION MANAGEMENT SERVICE (ASA/RIMS)  
 P.O. BOX 110525  
 141 WILLOUGHBY AVENUE  
 JUNEAU, ALASKA 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

<b>Records Disposition Authorization Number</b>

## RECORDS DISPOSITION AUTHORIZATION

<b>1.</b> Department	<b>2.</b> Dept. No.	<b>3.</b> Division	<b>4.</b> Agency Name/ID No.
<b>5.</b> Location of Records (Street Address)		<b>6.</b> Contact Person	<b>7.</b> Contact Person Phone No.

**8.** The records described below are authorized for destruction under AS 40.21.030(b)(10).

These records:

- Have complied with approved Records Retention Schedule(s).
- Have been scanned/microfilmed and images have been certified "true and correct"
- Have no further administrative, legal, fiscal, or audit values for this agency. (Check this box for unscheduled records only)

**9. Confidentiality Restrictions**

Confidentiality restrictions require special handling for the destruction of these records

- NO    YES

If yes, cite law or regulation which places confidentiality restrictions on these records:

- SOA Constitution Article 1, Section 22    Other (please state):

<b>10.</b> Retention Schedule No.	<b>11.</b> Item No.	<b>12.</b> Records Series Title <small>(Use the same records series title as on the Records Retention Schedule)</small>	<b>13.</b> Inclusive Dates	<b>14.</b> Records Transfer List No.	<b>15.</b> Box No. or Barcode No.

**16. Method of Destruction**

Choose One:

- |  |  |
|--|--|
| <input type="checkbox"/> Alaska Archives | <input type="checkbox"/> REACH, Inc.                         |
| <input type="checkbox"/> Shred Alaska    | <input type="checkbox"/> Other (please state):               |
| <input type="checkbox"/> AAA Archives    | <input type="checkbox"/> In-house (unscheduled records only) |

**17.**  
Number of  
Boxes

**18. APPROVALS**

		<b>Attorney General</b>	<b>Date</b>
<b>Division Director</b>	<b>Date</b>	<b>Commissioner of Administration</b>	<b>Date</b>
<b>Records Officer</b>	<b>Date</b>	<b>State Archivist</b>	<b>Date</b>

No.	Section	Remarks	Example
1	Department	Enter your Department's name	Administration
2	Dept. No.	Enter your Departmental I.D. number	05 (Education & Early Development)
3	Division	Enter your Division's name	Division of Treasury
4	Agency Name/ID No.	Enter your Agency's name and ID number	State Assessor/460
5	Location of Records	Enter the physical address where the records are being held.	
6	Contact Person	Enter the name of the person to contact regarding the disposal of records.	
7	Contact Person Phone No.	Enter the telephone number of the contact person.	
8	Authorization	Please check the appropriate boxes. The first box should always be checked.	
9	Confidentiality Restrictions	<p>Please check the box indicating whether the records are confidential or not. If they are then please cite the specific law or regulation, which places confidentiality restrictions on these records.</p> <p>Check the box if they are confidential under the State of Alaska Constitution, Article 1, Section 22</p>	AS 40.21.120
10	Retention Schedule No.	Enter the applicable retention schedule number.	100.3 (This refers to the General Administrative Records Retention Schedule or GARRS).
11	Item No.	Enter the applicable item number from the referenced records retention schedule.	20 (Disbursement Accounting from the GARRS)
12	Record Series Title	<p>This should match the records series title in the referenced retention schedule in section 10.</p> <p>If the records series is not contained in any current records retention schedule, describe the records looking to be destroyed.</p>	Audit Reports and Responses
13	Inclusive Dates	Enter the inclusive dates covering all the records in that series due to be disposed of.	2006-2008
14	Records Transfer List No.	<p>Enter the Records Transfer List number associated with these records.</p> <p>If the records have not been transferred to a Records Center i.e. your agency still holds them, please enter "N/A".</p>	2003152

No.	Section	Remarks	Example
15	Box No. or Barcode No.	<p>Enter the box/barcode number given to you by the Records Centers.</p> <p>If you still hold the records within your Agency, please enter "N/A".</p>	J15678
16	Method of Destruction	Please check the box for the contractor that you wish to use to dispose of the records detailed on the Records Disposition Authorization form.	
17	Number of boxes	Enter the total number of boxes of records due for disposal.	
18	Approvals	<p>Before sending this form to the RIMS for approval, the Division director and appropriate Records Officer must sign this form.</p> <p>If the records are not covered by a records retention schedule, the RIMS will seek approval from the Office of the Attorney General and the Commissioner of Administration.</p>	