

**STATE OF ALASKA  
DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT**

DIVISION OF LIBRARIES, ARCHIVES & MUSEUM  
ALASKA STATE ARCHIVES | RECORDS AND INFORMATION MANAGEMENT

PO BOX 110571, Juneau, AK 99811-0571  
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Phone: (907) 465-2317 or (907) 465-2276  
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**RECORDS AUDIT**

1. DEPARTMENT	2. DEPT. NO.	3. DIVISION	4. AGENCY NAME	5. AGENCY ID NO.
6. CONTACT PERSON		7. CONTACT PERSON EMAIL ADDRESS	8. CONTACT PERSON PHONE NO.	
9. RECORDS SERIES TITLE				
10. DESCRIPTION				
(Describe function/purpose of the series, type of documents. Data captured, outputs etc...)				
11. FORMAT/MEDIUM			12. SERIES ARRANGEMENT	
<input type="checkbox"/> Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Microform <input type="checkbox"/> Audiovisual <input type="checkbox"/> Other:			<input type="checkbox"/> Subject File classification system <input type="checkbox"/> Alphabetical by: <input type="checkbox"/> Numerical by: <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical by:	
13. DUPLICATION			14. IS ANY INFORMATION CONFIDENTIAL?	
(Is this information elsewhere e.g. electronic dataset)				
<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, explain where and database name:			<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, cite authority:	
15. RETENTION				
(How long must this information be kept? Cite any laws/regulations relating to this)				