

Offered: 1/11/88

IN THE HOUSE -- State Affairs
IN THE SENATE -- State Affairs and
Health, Education &
Social Services

EXECUTIVE ORDER NO. 70

Under the authority of art. III, sec. 23, of the Alaska Constitution and in accordance with AS 24.08.210, I order the following:

* Section 1. Findings. As governor, I find that it would be in the best interests of efficient administration to transfer the Alaska State Archives from the Department of Administration to the Department of Education.

* Sec. 2. AS 14.56.030 is amended by adding a new paragraph to read:

(1) operating and maintaining the Alaska State Archives under AS 40.21.

* Sec. 3. AS 40.21.020 is amended to read:

Sec. 40.21.020. ARCHIVAL AND RECORDS MANAGEMENT PROGRAM CREATION AND ADMINISTRATION. There is established in the Department of Educa-
tion [ADMINISTRATION] the Alaska State Archives. The department shall establish and administer a state archives and records management program. To implement the program and head the Alaska State Archives, the department shall create the position of state archivist, and shall appoint as state archivist a person qualified by special training or experience in archival or historical work. The state archivist shall be the official custodian of the archival resources of the state.

* Sec. 4. AS 40.21.060 is amended to read:

Sec. 40.21.060. DUTIES OF CHIEF EXECUTIVE OFFICERS OF STATE AGENCIES. The chief executive officer of each state agency shall

(1) make and preserve public records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency, and designed to furnish the information necessary to protect the legal and financial rights of the state and of persons directly affected by the agency's activities;

1 (2) establish and maintain an active, continuing program
2 for the efficient management of the records of the agency under the
3 procedures prescribed by the Department of Education [ADMINISTRATION],
4 including effective controls over the creation, maintenance, and use
5 of records in the conduct of current business;

6 (3) submit to the Department of Education [ADMINISTRATION],
7 in accordance with the standards established by it, records retention
8 schedules proposing the length of time which records having adminis-
9 trative, legal, or historical value shall be retained;

10 (4) apply the provisions of approved records retention
11 schedules to insure the orderly disposition of state records including
12 transfer to a state records center;

13 (5) identify, segregate, and protect records vital to the
14 continuing operation of an agency in the event of natural, man-made,
15 or war-caused disaster;

16 (6) cooperate with the Department of Education [ADMINIS-
17 TRATION] in conducting surveys made by it under the provisions of this
18 chapter;

19 (7) establish safeguards against unauthorized or unlawful
20 removal or loss of state records;

21 (8) comply with the regulations, standards, and procedures
22 relating to records management and archives established by the Depart-
23 ment of Education [ADMINISTRATION];

24 (9) appoint a records officer who shall act as a liaison
25 between the Department of Education [ADMINISTRATION] and the agency on
26 all matters relating to the records management program.

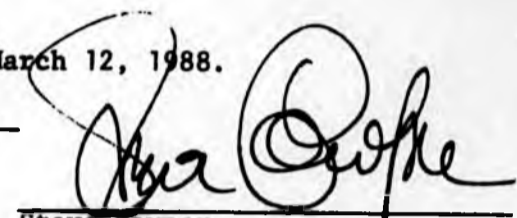
27 * Sec. 5. AS 40.21.150(3) is amended to read:

28 (3) "department" means the Department of Education [ADMINIS-
29 TRATION];

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

* Sec. 6. This Order takes effect March 12, 1988.

DATED: 8 Jan 1988



Steve Towper
Governor