

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Commerce, Community, and Economic Development Alcohol and Marijuana Control Office

Authority: Under AS 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule.

If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.

Disposition: The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the *Alaska General Records Retention Schedules*, the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.

Archival Value: Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).

Format and Media: Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005.

Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Essential Designation: Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).

Copies: Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).

Supersedence: This schedule supersedes: 08-95.1, Department of Commerce, Community, and Economic Development, Alcoholic Beverage Control Board

Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated.		Agency CEO/ Division Director Original signature held on file. Glen Klinkhart, Director, Alcohol and Marijuana Control Office	Date: 1/11/2022
Attorney General/Designee Original signature held on file.	Date: 4/13/2022	Commissioner of Administration/Designee Original signature held on file.	Date: 1/28/2022
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Hans Zigmund, Director, Division of Finance, Department of Administration	
State Archivist Original signature held on file.	Date: 5/31/2022	Records Analyst Original signature held on file.	Date: 6/14/2022
Karen Gray, State Archivist		Clayton Hainebach, Records Analyst	

Department of Commerce, Community, and Economic Development; Alcohol and Marijuana Control Office

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Liquor License Files (Transferred)</p> <p>This series includes, but is not limited to, approved applications, copies of licenses, renewals, violation notices, affidavits, inspection and violation logs, correspondence, and related financial information.</p>	30	Yes	<p>Dispose of records thirty years after date license is transferred.</p> <p>Not subject to disclosure per AS 43.05.230.</p>
2	<p>Liquor License Files (Surrendered, Forfeited, Revoked or Not Renewed)</p> <p>This series includes, but is not limited to, approved applications, copies of licenses, renewals, violation notices, affidavits, inspection and violation logs, correspondence, and related financial information.</p>	10	Yes	<p>Dispose of records ten years after date license is surrendered, forfeited, revoked, or not renewed pending any applicable final decisions on appeals.</p> <p>Not subject to disclosure per AS 43.05.230.</p>
3	<p>Liquor License Application (Denied)</p> <p>Documentation of licenses denied.</p>	5		<p>Dispose of records five years after calendar year of denial pending any applicable final decisions on appeals.</p>
4	<p>Liquor License Application (Withdrawn)</p> <p>Documentation of licenses withdrawn.</p>	2		<p>Dispose of records two years after calendar year.</p>
5	<p>Marijuana License Files (Transferred)</p> <p>This series includes, but is not limited to, approved applications, copies of licenses, renewals, violation notices, affidavits, inspection and violation logs, correspondence, and related financial information.</p>	30	Yes	<p>Dispose of records thirty years after date license is transferred.</p> <p>Not subject to disclosure per AS 43.05.230.</p>

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Department of Commerce, Community, and Economic Development; Alcohol and Marijuana Control Office

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
6	<p>Marijuana License Files (Surrendered, Forfeited, Revoked or Not Renewed)</p> <p>This series includes, but is not limited to, approved applications, copies of licenses, renewals, violation notices, affidavits, inspection and violation logs, correspondence, and related financial information.</p>	10	Yes	<p>Dispose of records ten years after date license is surrendered, forfeited, revoked, or not renewed pending any applicable final decisions on appeals.</p> <p>Not subject to disclosure per AS 43.05.230.</p>
7	<p>Marijuana License Application (Denied)</p> <p>Documentation of licenses denied.</p>	5		Dispose of records five years after calendar year pending any applicable final decisions on appeals.
8	<p>Marijuana License Application (Withdrawn)</p> <p>Documentation of licenses withdrawn.</p>	2		Dispose of records two years after calendar year.
9	<p>Alcohol Permits</p> <p>Alcohol permits issued for one-time events.</p>	2		Dispose of records two years after calendar year.
10	<p>Marijuana Handler Permits</p> <p>This series includes marijuana handler permits and course completion certificates.</p>	6		Dispose of records six years after expiration date pending any applicable final decisions on appeals.
11	<p>Enforcement Files</p> <p>This series includes, but is not limited to, complaints, investigative reports, advisory notices, and notices of violations. Investigative reports may contain information that results in criminal/civil litigation.</p>	20	Yes	<p>Dispose of records twenty years after date of incident pending any applicable final decisions on appeals.</p> <p>May be confidential under Article I, Section 22, Alaska State Constitution.</p>

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
12	<p>Training Certification Files - Alcohol</p> <p>This series documents the description of training programs provided for alcohol server education, including subjects taught, teaching methods, and testing required.</p>	1		Dispose of records one year after course is no longer offered by vendor.
13	<p>Training Certification Files – Marijuana</p> <p>This series documents the description of training programs provided for marijuana handler permits education, including subjects taught, teaching methods, testing required, and Board application.</p>	1		Dispose of records one year after course is no longer offered by vendor.
14	<p>Shared Revenue Files</p> <p>This series documents revenues collected and payments made to cities and boroughs.</p>	3		Dispose of records three years after current fiscal year.
15	<p>Alcoholic Beverage Control (ABC) and Marijuana Control Board (MCB) Meeting Minutes and Agendas</p> <p>This series consists of meeting notes, attachments, recording tapes, and attendance rosters. Meetings are conducted to review applications and renewals.</p>	Permanent	Yes	Transfer to the Alaska State Archives five years after calendar year.
16	<p>Background Checks for Alcohol and Marijuana License Applications</p> <p>This series includes criminal history information from the Federal Bureau of Investigation (FBI) and the Alaska Department of Public Safety (DPS).</p>	5		Dispose of records five years after date of review.

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