Department of Education and Early Development
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 443   Schedule No: 20-443.1

DEPARTMENT OF CORRECTIONS

OFFICE OF THE COMMISSIONER

443 - TRAINING ACADEMY

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

Per AS 12.62.160 criminal justice information and identity of recipients of criminal justice information is confidential and exempt from disclosure under AS 40.25.150. Refer also to 22 AAC 05.090(c) & 22 AAC 05.095. Supersedes #201000.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

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 on this schedule are approved for retention and disposition as indicated.			
Division Director	Signature of Division Director *Original signature held on file.*		Date 7/22/99
Attorney General/Designee *Original signature held on file.*	Date 8/2/99	Commissioner of Administration/Designee *Original signature held on file.*	Date 8/9/99
State Archivist *Original signature held on file.*	Date 8/24/99	Records Analyst *Original signature held on file.*	Date 7/9/99

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Academy Files Files for each separate Correctional, Probation, Support Staff, and Prisoner Transportation academies. Contains list of participants, test scores and subjects covered. Arranged by Academy Number.		3		Some personnel information may be confidential under AS 39.25.080.
002 - Individual Training Records The Academy maintains a complete training record for all Department of Corrections employees statewide, including professional and clerical staff in all locations. Arranged alphabetically by name.		C+30	Y	Some information is input in the Training Database (item #003) and duplicated at employee's worksite. Some personnel information may be confidential under AS 39.25.080. Annual accrual rate is approximately 6 - 8 cubic feet. Justification for "C+30" year retention: Medical records documenting exposure to hazardous substances, blood-borne pathogens, formaldehyde, or asbestos must meet retention requirements as set forth in 29 CFR 1904 & 1910.
003 - Training Database A Microsoft Access information system including the following: names of trainees, title, personal data, date of training/by whom, and number of hours.		C		C = Until obsolete, superseded or administrative/management need is met.
004 - Institution File Consists of monthly training reports submitted by the institutions. Arranged alphabetically by institution.		5		

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key		Format Key	Bus. Ess = Business Essential
A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)	PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	H = Hardcopy E = Electronic D = Database M = Microform	1. Are necessary for emergency response 2. Are necessary to resume or continue operations