



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 20301

Agency ID #: 408

RECORDS RETENTION SCHEDULE

Page 1 of 2

DEPARTMENT OF ADMINISTRATION

VIOLENT CRIMES COMPENSATION BOARD

DIVISION OF FINANCE
 MAR 11 2009

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

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

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted all record series are nonconfidential. This records schedule supercedes #20300.

Statutory Authority: AS 18.67; 2 AAC 80.10-110.

The purpose of the Violent Crimes Compensation Board is to pay compensation to innocent persons, to dependents of persons killed, and to certain other persons who by virtue of their relationship to the victim of violent crime incur actual and reasonable expenses as a result of certain serious crimes. The Board evaluates each claim to determine if compensation is due under AS 18.67. The Board consists of three members, one of which must be an attorney and one a medical doctor.

NOTE: 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 below are approved for retention and disposition as indicated.

Divison Director Katherine Hudson, Administrator	State Archivist <i>Glenn Cook</i>	Date <i>3/26/09</i>	Attorney General <i>Craig Tillery</i>	Date <i>3/6/09</i>
Signature of Division Director/Designee <i>Kate Hudson</i>	Date <i>2/24/09</i>	Records Analyst <i>D. Dawson</i>	Date <i>2/23/09</i>	Commissioner of Administration <i>Wesley</i>
				Date <i>3/20/09</i>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

20301

Page 2

Agency ID

408

Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Violent Crimes Compensation Case Files:</p> <p>This series consists of applications, medical reports, documentation of financial need, correspondence, board decisions, awards and hearing records. Includes applications denied, abandoned and withdrawn.</p> <p>Files are arranged alphabetically by claimant.</p>	C+2	48	-	C+50	X	<p>C=Until case is closed.</p> <p>Justification for "C+50" retention: Administrative. The Alaska Statutes do not stipulate a limitation regarding the length of time eligible claims may be reconsidered.</p> <p>Confidential under 13 AAC 25.280.</p>
2	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Violent Crimes Compensation Board staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>