



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 433      Schedule No: 20-433.1**

DEPARTMENT OF CORRECTIONS  
 433 - ALASKA BOARD OF PAROLE

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 the identity of recipients of criminal justice information is confidential and exempt from disclosure under AS 40.25. This schedule supersedes #200903.

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		Date
	*		4/25/08
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	5/5/08	*	6/9/08
State Archivist	Date	Records Analyst	Date
*	6/11/08	*	4/23/08

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Board of Parole Case Files (Instate)</b>                      This series consists of case files for all Parole Board actions/activities including executive clemency, parole, mandatory parole, and revocation of parole. Executive clemency cases contain parole board staff work papers.</p> <p>Arranged alphabetically by prisoner name.</p>		C+50	Y	<p>C = Until clemency is granted or denied (for executive clemency actions); or, until prisoner is released from Parole Board jurisdiction (for parole actions).</p> <p>The Parole Board reports to the Governor's Executive Clemency Advisory Committee.</p> <p>Annual accrual rate is approximately 15 cubic feet.</p>
<p><b>002 - Board of Parole Case Files (Out-of-State)</b>                      Files on all Alaskan prisoners in out-of-state facilities under contract. Includes case files on Parole Board actions/activities and prisoners not presently eligible for parole. Also includes executive clemency action files for out-of-state prisoners.</p> <p>Arranged alphabetically by prisoner name.</p>		C+50	Y	<p>C = Until clemency is granted or denied (for executive clemency actions); or, until prisoner is released from Parole Board jurisdiction (for parole actions).</p> <p>Annual accrual rate is approximately 3 cubic feet.</p>
<p><b>003 - Board of Parole Case Files (Instate &amp; Out-of-State) of Historical Importance</b>                      This series consists of selected case files from items #001 &amp; #002 determined by staff to have permanent historical value.</p> <p>Arranged alphabetically by prisoner name.</p>		PA		<p>Under AS 12.62.160 &amp; AS 12.62.180 criminal justice information and the identity of recipients of criminal justice information is confidential and exempt from disclosure under AS 09.25. Refer also to 22 AAC 05.090 (c) &amp; 095; AS 47.12.300, 310, 315, and 320.</p>
<p><b>004 - Parole Board Hearing Audiotapes</b>                      Audio cassette recordings of hearings.</p> <p>Arranged chronologically.</p>		5		<p>Tapes may be recycled after five years.</p> <p>Transcripts may be filed in Board of Parole Case Files (item #001, #002 or #003).</p>

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.

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