



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: 434 Schedule No: 20-434.1

DEPARTMENT OF CORRECTIONS
 DIVISION OF ADMINISTRATIVE SERVICES
 434 - CENTRAL RECORDS UNIT

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 & AS 12.62.180 criminal justice information and identity of recipients of criminal justice information is confidential and exempt from disclosure under AS 40.25. Supersedes #200104.

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
*	5/5/08	*
State Archivist	Date	Records Analyst
*	6/11/08	*
		Date
		4/23/08

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - Closed Inmate Case Files (Original) Documents inmate's term of incarceration and/or term of probation/parole and may include the following: booking sheets, pre-sentence investigation reports; court judgments (temporary and permanent); time accounting papers; classification reviews; request for interviews; probation officer notes; correspondence with institutions, attorneys, relatives; commissary slips; miscellaneous court pleadings.		S	Y	S = After documents are scanned and images verified under Central Records standard operating policies and procedures, originals may be disposed. May include Medical, Juvenile and Absconder (holding or pending) files. These case files are sorted by OBSCIS/OTIS number.
001.2 - Closed Inmate Case Files (Electronic) Documents inmate's term of incarceration and/or term of probation/parole and may include the following: booking sheets, pre-sentence investigation reports; court judgments (temporary and permanent); time accounting papers; classification reviews; request for interviews; probation officer notes; correspondence with institutions, attorneys, relatives; commissary slips; miscellaneous court pleadings.	E	50	Y	May include Medical, Juvenile and Absconder (holding or pending) files. These case files are sorted by OBSCIS/OTIS number.
001.3 - Closed Inmate Case Files (Master & Work Copy Microfilm) Documents inmate's term of incarceration and/or term of probation/parole and may include the following: booking sheets, pre-sentence investigation reports; court judgments (temporary and permanent); time accounting papers; classification reviews; request for interviews; probation officer notes; correspondence with institutions, attorneys, relatives; commissary slips; miscellaneous court pleadings.	M	50	Y	Existing master microfilm will be retained in the records center for 50 years and work copy microfilm will be retained in the office for 50 years; and, then disposed. May include Medical, Juvenile and Absconder (holding or pending) files. These case files are sorted by OBSCIS/OTIS number.

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 align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>002.1 - Closed Inmate Medical Files (Original) These case files document an inmate's term of incarceration and/or term of probation/parole and may include the following: medical background history; medication chart; drug test results; x-rays; dental records; inmate requests for medical appointment; medical appointment lists; inmate medical watch records; and miscellaneous medical records.</p>		S	Y	<p>S = After documents are scanned and images verified under Central Records standard operating policies and procedures, originals may be disposed.</p> <p>These files are sorted by OBSCIS/OTIS number.</p>
<p>002.2 - Closed Inmate Medical Files (Electronic) These case files document an inmate's term of incarceration and/or term of probation/parole and may include the following: medical background history; medication chart; drug test results; x-rays; dental records; inmate requests for medical appointment; medical appointment lists; inmate medical watch records; and miscellaneous medical records.</p>	E	50		<p>These files are sorted by OBSCIS/OTIS number.</p>
<p>002.3 - Closed Inmate Medical Files (Master & Work Copy Microfilm) These case files document an inmate's term of incarceration and/or term of probation/parole and may include the following: medical background history; medication chart; drug test results; x-rays; dental records; inmate requests for medical appointment; medical appointment lists; inmate medical watch records; and miscellaneous medical records.</p>	M	50	Y	<p>Existing master microfilm will be retained in the records center for 50 years and work copy microfilm will be retained in the office for 50 years; and, then disposed.</p> <p>These files are sorted by OBSCIS/OTIS number.</p>

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<p>003.1 - Closed Juvenile Case Files (Original) Documents a juvenile's term of incarceration and/or term of probation/parole and include the following: client service plan sheets; family records; detention center records; booking sheets, pre-sentence investigation reports; court judgments (temporary and permanent); time accounting papers; classification reviews; request for interviews; probation officer notes; correspondence with institutions, attorneys, relatives; commissary slips.</p>		S	Y	<p>S = After documents are scanned and images verified under Central Records standard operating policies and procedures, originals may be disposed.</p> <p>Sorted by OBSCIS/OTIS number if the juvenile was waived or petitioned to adult status. Otherwise sorted by juvenile's name and date of birth. Central Records receives juvenile case files from the Division of Juvenile Justice when they have been petitioned or autowaived to adult status.</p>
<p>003.2 - Closed Juvenile Case Files (Electronic) Documents a juvenile's term of incarceration and/or term of probation/parole and include the following: client service plan sheets; family records; detention center records; booking sheets, pre-sentence investigation reports; court judgments (temporary and permanent); time accounting papers; classification reviews; request for interviews; probation officer notes; correspondence with institutions, attorneys, relatives; commissary slips.</p>	E	50	Y	<p>Sorted by OBSCIS/OTIS number if the juvenile was waived or petitioned to adult status. Otherwise sorted by juvenile's name and date of birth. Central Records receives juvenile case files from the Division of Juvenile Justice when they have been petitioned or autowaived to adult status.</p>

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<p>003.3 - Closed Juvenile Case Files (Master & Work Copy Microfilm) Documents a juvenile's term of incarceration and/or term of probation/parole and include the following: client service plan sheets; family records; detention center records; booking sheets, pre-sentence investigation reports; court judgments (temporary and permanent); time accounting papers; classification reviews; request for interviews; probation officer notes; correspondence with institutions, attorneys, relatives; commissary slips.</p>	M	50	Y	<p>Existing master microfilm will be retained in the records center for 50 years and work copy microfilm will be retained in the office for 50 years; and, then disposed.</p> <p>Sorted by OBSCIS/OTIS number if the juvenile was waived or petitioned to adult status. Otherwise sorted by juvenile's name and date of birth. Central Records receives juvenile case files from the Division of Juvenile Justice when they have been petitioned or autowaived to adult status.</p>

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