



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: 546      Schedule No: 20-546.1**

DEPARTMENT OF CORRECTIONS  
 DIVISION OF ADMINISTRATIVE SERVICES  
 546 - DATA PROCESSING

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. Refer also to 22 AAC 05.090(c) & 22 AAC 05.095. Supersedes #200300.

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
	*	11/29/99
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	12/15/99	*
State Archivist	Date	Records Analyst
*	1/4/00	*
		Date
		11/24/99

\* Original signatures held on file.

RRDS Continuation		Agency I.D: 546		Schedule No: 20-546.1		Page 2 of 4	
Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks			
<p><b>001 - Probation &amp; Parole Tracking System</b>            This system tracks the offender while legally under the control of the Department of Corrections, but out in the community. Includes probation/parole intake and release, violation tracking, etc.</p> <p>Planned upgrades to this system include such items as full case management, pre-sentence reports, programs participation, community work service, sex offender registration, chrono's, etc.</p> <p>Yearly data records are kept for 15 years.</p>	D	C	Y	<p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>Department policies 602 - 603 address the recording, management and maintenance of prisoner records in paper format. Policy 603.02 addresses using data records, but does not address records retention.</p> <p>Certain personal information may be confidential per the Alaska Constitution Article 1, Section 22.</p> <p>Tax information, including social security numbers, is confidential per AS 43.05.230.</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.

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)	H = Hardcopy E = Electronic D = Database M = Microform	PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office
		1. Are necessary for emergency response 2. Are necessary to resume or continue operations

RRDS Continuation		Agency I.D: 546		Schedule No: 20-546.1		Page 3 of 4	
Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks			
<p><b>002 - Offender Tracking System</b>            This system tracks the offender while legally under the control of the department. Data captured documents booking, release, movements between facilities, classification, court and sentencing, disciplinary actions, victims, and personal property.</p> <p>Planned upgrades to this system include such items as Time Accounting/Sentence Calculation, Charge Tracking, Seperatees, Medical Processing, Incident Reporting, etc.</p> <p>Yearly data records are kept for 15 years.</p>	D	C	Y	<p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>Department policies 602 - 603 address the recording, management and maintenance of prisoner records in paper format. Policy 603.02 addresses using data records, but does not address records retention.</p> <p>Certain personal information may be confidential per the Alaska Constitution Article 1, Section 22.</p> <p>Tax information, including social security numbers, is confidential per AS 43.05.230.</p>			

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<p><b>003 - Inmate Trust Account System</b>                      This system is responsible for all the financial activity of the offender while under the control of the Department of Corrections. Includes cash drawer activity, inmate payroll, commissary transactions, financial gifts to inmates, sale of arts and crafts, account holds, cash disbursements to released inmates, etc.</p> <p>Planned upgrades to this system include such items as full accounts receiveable, expanded payroll and miscellaneous deduction capabilities, etc.</p> <p>Yearly data records are kept for 15 years.</p>	D	C	Y	<p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>Department policies 302, 812, 1104 address the recording, management and maintenance of inmate trust records. These are data records; there is no policy addressing retention of these records. Currently, inmate trust data records are retained permanently; general accounting records seven years; and, payroll records ten years.</p> <p>Certain personal information may be confidential under the Alaska Constitution Article 1, Section 22.</p>
<p><b>004 - Computer Backup Tapes &amp; Documentation File</b>                      This series consists of backup tapes and may include: program/system documentation; application software licenses/agreements; data systems and file specifications; security information; disaster recovery procedures; user guides; usage/inventory reports; backup procedures; and worldwide web page data, statistics and other development materials utilized in the creation/maintenance of the department's internet site.</p>		C	Y	<p>C = Until documentation is obsolete, superseded or administrative/management need is met.</p> <p>Backup tapes are stored offsite for security. Tapes are rotated according to established department procedures.</p>

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