



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 597 Schedule No: 20-597.1

DEPARTMENT OF CORRECTIONS
 DIVISION OF ADMINISTRATIVE SERVICES
 597 - PROCUREMENT & CONTRACTS

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 40.25.120. Refer also to 22 AAC 05.090(c) & 22 AAC 05.095. Supersedes #200801.

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
	*		8/27/99
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	9/7/99	*	9/16/99
State Archivist	Date	Records Analyst	Date
*	9/25/99	*	8/25/99

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - State Equipment Records (Delivery Order, Correspondence, General Maintenance Records)		3		Office of Record for vehicle documentation is the Statewide Equipment Fleet.
001.2 - State Equipment Records (Warranty Information, Instruction/Operating Manuals, Repair History, etc.)		C		C = For the life of the equipment.
002 - Property Control Files Agency copies of controlled property inventory reports, excess property reports, property transfer documents, and related correspondence.		A		Maintain reports on any federally funded property until audit is completed. Office of Record is Division of General Services.

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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