DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA
RECORDS RETENTION SCHEDULE

Schedule Number: 200104
Agency ID #: 434

DEPARTMENT OF CORRECTIONS

DIVISION OF ADMINISTRATIVE SERVICES

CENTRAL RECORDS UNIT

KEY

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

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, 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.

Per AS 12.62.160 & AS 12.62.180 criminal justice information and the 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) & 095; AS 47.12.300, 310, 315, and 320. This records schedule supercedes #200103.
Statutory Authority: AS 12.62.150; 22 AAC 05.005 & 22 AAC 05.090 (a,b); AS 47.12.300. The Central Records Unit receives inmate case files from correctional centers, pre-trial facilities, probation/parole office, the Point McKenzie Project, the Interstate Compact, and Central Classification offices.
OBSCIS: Offender Based State Correctional Information System (1984-2001); OTIS (Offender Tracking Information System).
The Department of Corrections protects the public by incarcerating and supervising offenders. The Department accomplishes its mission by holding offenders accountable; respecting the rights of victims of crime; providing offenders with opportunities for reform in an environment that is safe, fair, and secure; and, providing training to staff so they may serve as positive role models to offenders, while ensuring officer safety.

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		State Archivist	Date	Attorney General	Date
Sharleen Griffin		Glenn S Cook	6/11/08	Craig J Tillery	5/5/08
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
Sharleen Griffin	4/25/08	Christine L. Hall	4-23-08	[illegible]	6/9/08

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
1	**Closed Inmate Case Files (Original):**	S	-	-	S	X	S=After documents are scanned and images verified under Central Records standard operating policies and procedures, originals may be disposed.
	(Electronic):	50	-	-	50		
	(Master & Workcopy 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.	50	50	-	50		Existing master microfilm will be retained in the records center for 50 years and workcopy 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.
2	**Closed Inmate Medical Files (Original):**	S	-	-	S	X	S=After documents are scanned and images verified under Central Records standard operating policies and procedures, originals may be disposed.
	(Electronic):	50	-	-	50		
	(Master & Workcopy 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.	50	50	-	50		Existing master microfilm will be retained in the records center for 50 years and workcopy microfilm will be retained in the office for 50 years; and, then disposed. These files are sorted by OBSCIS/OTIS number.
3	**Closed Juvenile Case Files (Original):**	S	-	-	S	X	S=After documents are scanned and images verified under Central Records standard operating policies and procedures, originals may be disposed.
	(Electronic):	50	-	-	50		
	(Master & Workcopy 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.	50	50	-	50		Existing master microfilm will be retained in the records center for 50 years and workcopy microfilm will be retained in the office for 50 years; and, then disposed. 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

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 200104

Agency ID 434

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
4	**GENERAL ADMINISTRATIVE RECORDS:** Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology. Central Records Unit staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).	-	-	**See GRS**	**See GRS**		All duplicate copies of records maintained on any media may be destroyed after business need is concluded. 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.