



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 200201

Agency ID #: 438

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<b>DEPARTMENT OF CORRECTIONS</b>  <b>DIVISION OF ADMINISTRATIVE SERVICES</b>  <b>PERSONNEL &amp; PAYROLL</b>	<b>KEY</b>			
	<b>A</b>	- After Audit	<b>Numerals</b>	- Years in Addition to current year
	<b>CFY</b>	- Current Fiscal Year	<b>TO</b>	- Term of Office
	<b>CY</b>	- Current Year	<b>M</b>	- After Microfilming
	<b>P</b>	- Permanent	<b>C</b>	- Current/or as defined

The Agency will follow retention periods of records listed in the State of Alaska General Administrative Records Schedule #100; therefore, those records have not been repeated on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

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 09.25.

Statutory Authority: AS 33; 22 AAC 05; AS 18; AS 47; Executive Order #55; AS 11; AS 44; AS 37.

The Department of Corrections protects the public from repeat offender crime by using the best correctional practices available to provide a continuum of appropriate, humane, safe and cost effective confinement, supervision, and rehabilitation services. The Department carries out its responsibility while respecting the rights of victims and recognizing the dignity inherent in all human beings.

This records schedule supercedes #200200. Abbreviations used: CO: Correctional Officer; APSC: Alaska Police Standards Council; GRS: General Administrative Records Retention Schedule.

**Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.**

Division Director <b>Dwayne Peoples</b>	State Archivist 		Date 12/17/99	Attorney General 	Date 12/18/99
Signature of Division Director 	Date	Records Analyst 	Date 11/3/99	Commissioner of Administration 	Date 12/15/99

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: personnel, &amp; payroll, reading, minutes/meeting, etc.</p> <p>Personnel &amp; Payroll staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS). Personnel Administration Records are located in Items No. 90 thru 100 on the General Schedule.</p>	-	-	See GRS	See GRS		<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p> <p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives &amp; Records homepage.</p>
2	<p><b>Pre-employment Background Investigation Files (Applicant Successful):</b></p> <p>Background investigations are conducted for all CO's, Assistant/Superintendents and Adult Probation Officers. Upon successful completion of the background investigation COI's are placed on a hiring list, with an eligibility date of two years from the date they pass the background investigation. All other background investigations are conducted after a conditional job offer has been made. Fileset includes: F-3C background investigations (required by the APSC); copies of birth certificate, high school diploma/equivalent, military DD214; file notes re. background; work references; and, personal references.</p>	C+5	-	-	C+5		<p>C=Date the applicant successfully completes background investigation. Arranged alphabetically by name and then by recruitment number.</p> <p>Applicants are also tracked on an Excel spreadsheet listing the recruitment period in which they applied, applicant name and status.</p> <p>Confidential per AS 39.25.080, AS 12.62 &amp; AS 09.25.</p>
3	<p><b>Pre-employment Background Investigation Files (Applicant Disqualified, Originals):</b></p> <p>(Applicant Disqualified, Master Microfilm):</p> <p>See fileset description for #2.</p>	C	-	-	M		<p>C=Until microfilmed. Originals may be destroyed after microfilm is certified "true &amp; correct."</p> <p>C=Until administrative/management need is met. Applicant pre-employment background files in which the applicants were disqualified for employment will be retained indefinitely by the Department.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>APSC Files:</b></p> <p>This fileset is maintained on all employees subject to APSC certification and monitors certification requirements, ensuring that required documents are tracked, and that original documents are sent to APSC by due date. The following positions are APSC regulated: CO's, Adult Probation Officers, Assistant/Superintendents. Officers hired prior to February 8, 1991 are grandfathered employees and not required to meet minimum APSC standards, as long as they remain in APSC regulated positions with no break in service.</p>	C+5	-	-	C+5		<p>C=Until no longer employed with the Department. Arranged alphabetically by name. Applicants appointed to an APSC regulated position are probationary appointments for 12 months and terminated at 14 months if they do not meet the APSC certification requirements.</p> <p>Certification dates of all APSC regulated positions are also maintained on an Excel spreadsheet.</p> <p>Confidential per AS 18.65, and 13 AAC 85.210.</p> <p>The APSC administers these files for twenty years.</p>