



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
 141 Willoughby Avenue  
 Juneau, AK 99801-1720  
 465-2276; [Voice]; 465-2465 [Fax]

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 200300

Agency ID #: 546

Page 1 of 3

<b>DEPARTMENT OF CORRECTIONS</b>  <b>DIVISION OF ADMINISTRATIVE SERVICES</b>  <b>DATA PROCESSING</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. Refer also to 22 AAC 05.090(c) & 22 AAC 05.095.  
 Statutory Authority: AS 33; 22 AAC 05; AS 18; AS 47; Executive Order #55; AS 11; AS44; 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 is an entirely new records schedule.

DIVISION OF FINANCE  
 99 DEC 22 PM 3:50

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

Divison Director  <b>Dwayne Peoples</b>	State Archivist  		Date 1/4/00	Attorney General  	Date 12/15/99
Signature of Division Director  	Date 11/29/99	Records Analyst  D. Dawson	Date 11/24/99	Commissioner of Administration  	Date 12/29/99

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER 200300**

**Page 2**

**Agency ID 546**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes general correspondence, policies/procedures, reports; and, the following types of files: personnel, &amp; payroll, reading, minutes/meeting, etc.</p> <p>Data Processing staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</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>Probation &amp; Parole Tracking System (Electronic):</b></p> <p>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>	C	-	-	C	X	<p>C=Until obsolete, superceded or administrative/management need is met. 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. Tax information, including social security numbers, is confidential per AS 43.05.230.</p>
3	<p><b>Offender Tracking System (Electronic):</b></p> <p>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>	C	-	-	C	X	<p>C=Until obsolete, superceded or administrative/management need is met. 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. Tax information, including social security numbers, is confidential per AS 43.05.230.</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER 200300**

**Page 3**

**Agency ID 546**

**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>Inmate Trust Account System (Electronic):</b></p> <p>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>	C	-	-	C	X	<p>C=Until obsolete, superceded or administrative/management need is met. 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 per the Alaska Constitution Article 1, Section 22.</p>
5	<p><b>Computer Backup Tapes &amp; Documentation File:</b></p> <p>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	B	-	C	X	<p>C=Until documentation is obsolete, superceded or administrative/management need is met.</p> <p>B=Backup tapes are stored offsite for security. Tapes are rotated according to established Department procedures.</p>