



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 200801

Agency ID #: 597

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DEPARTMENT OF CORRECTIONS DIVISION OF ADMINISTRATIVE SERVICES PROCUREMENT & CONTRACTS	KEY		
	A	- After Audit	Numerals - Years in Addition to current year
	CFY	- Current Fiscal Year	TO - Term of Office
	CY	- Current Year	M - After Microfilming
	P	- Permanent	C - 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.

All records are nonconfidential except as may be noted in the General Schedule. All prisoner and criminal justice records are confidential under provisions of AS 12.62.030, AS 12.62.035, 22 AAC 05.090(c), and 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 records schedule supercedes #200800 (Supply Section).

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

Division Director	State Archivist		Date	Attorney General	Date
Dwayne Peoples			9/25/99		9/7/99
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	8/27/99		8/25/99		9/16/99

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence, contract administration, policies/procedures, reports; and, the following types of files: procurement, reading, minutes/meeting, etc.</p> <p>Procurement & Contracts staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS). Procurement & Contracting Records are listed in Items No. 50 - 53.</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 & Records homepage.</p>
2	<p>State Equipment Records (Delivery Order, Correspondence, General Maintenance Records):</p> <p>State Equipment Records (Warranty Information, Instruction/Operating Manuals, Repair History, etc.):</p>	3	-	-	3		<p>Office of Record for vehicle documentation is the Statewide Equipment Fleet.</p>
3	<p>Property Control Files:</p> <p>Agency copies of controlled property inventory reports, excess property reports, property transfer documents, and related correspondence.</p>	2/A	-	-	2/A		<p>Maintain reports on any federally funded property until audit is completed.</p> <p>Office of Record is Division of General Services.</p>