



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 200903

Agency ID #: 433

Page 1 of 3

DEPARTMENT OF CORRECTIONS ALASKA BOARD OF PAROLE	KEY	
	A - After Audit CFY - Current Fiscal Year CY - Current Year P - Permanent C - Current or as defined	Numerals - Years in addition to current year TO - Term of Office S/M - After Scanning/ Microfilming

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 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) & 22 AAC 05.095. This records schedule supercedes #200902.

Statutory Authority: AS 33 (Probation, Prisons, Prisoners); 22 AAC 20 (Parole Board); AS 18 (Health & Safety); AS 47 (Welfare, Social Services, Institutions); AS 11 (Criminal Law); AS 37 (Public Finance); AS 44 (State Government).

The Alaska Board of Parole conducts discretionary parole release hearings, preliminary revocation hearings, final revocation hearings, sets conditions of release on all parolees, considers appeals, and issues parole warrants and subpoenas. Staff train parole officers and new Board members, advise the Board and parole officers on matters related to the parole and supervision of prisoners, and conduct executive clemency investigations for the Governor.

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.

Division Director	State Archivist		Date	Attorney General	Date
Sharleen Griffin	<i>Glenn Cook</i>		6/11/08	<i>Craig J. Tillery</i>	5/5/08
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Sharleen Griffin</i>	4/25/09	<i>Christopher Hill</i>	4.23.08	<i>Ken A. Barnes</i>	6/9/08

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

200903

Page 2

Agency ID

433

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Board of Parole Case Files (Instate):</p> <p>This series consists of case files for all Parole Board actions/activities including executive clemency, parole, mandatory parole, and revocation of parole. Executive clemency cases contain parole board staff work papers.</p> <p>Arranged alphabetically by prisoner name.</p>	C+1	49	-	C+50	X	<p>C=Until clemency is granted or denied [for executive clemency actions]; or, until prisoner is released from Parole Board jurisdiction [for parole actions].</p> <p>The Parole Board reports to the Governor's Executive Clemency Advisory Committee.</p> <p>Annual accrual rate is approximately 15 cubic feet.</p>
2	<p>Board of Parole Case Files (Out-of-State):</p> <p>Files on all Alaskan prisoners in out-of-state facilities under contract. Includes case files on Parole Board actions/activities and prisoners not presently eligible for parole. Also includes executive clemency action files for out-of-state prisoners.</p> <p>Arranged alphabetically by prisoner name.</p>	C+1	49	-	C+50	X	<p>C=Until clemency is granted or denied [for executive clemency actions]; or, until prisoner is released from Parole Board jurisdiction [for parole actions].</p> <p>Annual accrual rate is approximately 3 cubic feet.</p>
3	<p>Board of Parole Case Files (Instate & Out-of-Sate) of Historical Importance:</p> <p>This series consists of selected case files from Items 1 & 2 determined by staff to have permanent historical value.</p> <p>Arranged alphabetically by prisoner name.</p>	C+1	49	P	-		<p>C=Until clemency is granted or denied [for executive clemency actions]; or, until prisoner is released from Parole Board jurisdiction [for parole actions].</p> <p>Under 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 09.25. Refer also to 22 AAC 05.090 (c) & 095; AS 47.12.300, 310, 315, and 320.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

200903

Page 3

Agency ID

433

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Parole Board Hearing Audiotapes:</p> <p>Audio cassette recordings of hearings.</p> <p>Arranged chronologically.</p>	5	-	-	5		<p>Tapes may be recycled after five years.</p> <p>Transcripts may be filed in Board of Parole Case Files (Item 1, 2 or 3).</p>
5	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Alaska Board of Parole staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed after business need is concluded.</p> <p>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.</p>