



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

Schedule Number: 201500

Agency ID #: 440

RECORDS RETENTION SCHEDULE

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| <p>DEPARTMENT OF CORRECTIONS</p> <p>DIVISION OF ADMINISTRATIVE SERVICES</p> <p>PLANNING & RESEARCH</p> | <p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - Current/or as defined</p> |
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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.

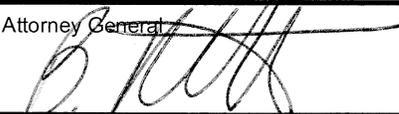
All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

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; 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.

These records were previously listed on schedule #78037.

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| Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated. | | | | | |
| Division Director Dwayne Peoples | State Archivist  | Date 11/2/99 | Attorney General  | Date 10/29/99 | |
| Signature of Division Director  | Date 9.17.99 | Records Analyst D. Dawson | Date 9/13/99 | Commissioner of Administration  | Date 10/25/99 |

RECORDS RETENTION SCHEDULE CONTINUATION

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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; policies and procedures; annual reports; legal opinions; and the following types of files: reading, minutes/meeting, budget, accounting/fiscal, grant, procurement, personnel, agency history, etc.</p> <p>Planning & Research 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 & Records homepage.</p> |