



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: 201800

Agency ID #: 547

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF CORRECTIONS</p> <p>DIVISION OF ADMINISTRATIVE SERVICES</p> <p>ACCOUNTING SECTION</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; 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.

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

Divison Director Dwayne Peoples	State Archivist 	Date 10/29/99	Attorney General 	Date 9/20/99	
Signature of Division Director 	Date 9/15/99	Records Analyst D. Dawson	Date 9/13/99	Commissioner of Administration 	Date 10/25/99

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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; policies and procedures; reports; and, the following types of files: accounting/fiscal; reading; minutes/meeting; etc.</p> <p>Accounting Section staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS). General Accounting Records are located in Items No. 20 thru 31 on the 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>
2	<p>Travel Accounting Files:</p> <p>Records documenting travel authorizations, travel advances, per diem, transportation, etc. for Department employees.</p>	CFY+ 3	-	-	CFY+ 3		<p>Record Copy.</p> <p>Copies may be disposed after administrative/management need is met.</p>