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

Schedule Number: 200502
Agency ID #: 436

DEPARTMENT OF CORRECTIONS

OFFICE OF THE COMMISSIONER

DIVISION OF FINANCE
FEB 0 2 2006

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 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.

Under 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 #200501.
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 by incarcerating and supervising offenders. The Department accomplishes its mission by holding offenders accountable; respecting the rights of victims of crime; providing offenders with opportunities for reform in an environment that is safe, fair, and secure; and, providing training to staff so they may serve as positive role models to offenders, while ensuring officer safety.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Divison Director		State Archivist	Date	Attorney General	Date
Marc Antrim, Commissioner			2-7-06	Craig J. Tillery	1/27/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	1-12-06	D. Dawson	1/11/06		2/2/06

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 200502

Agency ID 436

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
1	**COMMISSIONER RECORDS:** Includes the following types of files: reading, program administration, special projects, legislative, regulation, policies and procedures, legal opinions, annual reports, minutes/meeting, general administrative, public information office and hearing officer records. Commissioner staff will follow retention periods as listed in the Office of the Commissioner General Records Retention Schedule (CGS).			**See CGS**	**See CGS**		All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met. The Commisioner General Schedule may be accessed on the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the CGS.
2	**Potential Litigation Files:** This records collection consists of documents from various records series identified by the Department of Law as having potential litigation value. Includes records relating to compliance with court orders, incident reports, landmark court cases, general correspondence and special projects. Arrangement varies.	**C**	**10**	**-**	**C+10**		C=Until files are transferred to the records center. Compute disposition date from date of transfer to the records center. The Commissioner's Office may choose to extend retention if the Department of Law so advises.