



DEPARTMENT OF EDUCATION
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 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 201200

Agency ID #: 622

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF CORRECTIONS</p> <p>OFFICE OF THE COMMISSIONER</p> <p>CORRECTIONAL INDUSTRIES</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.

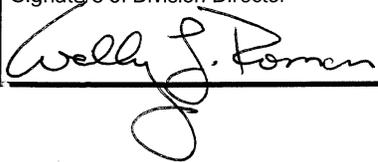
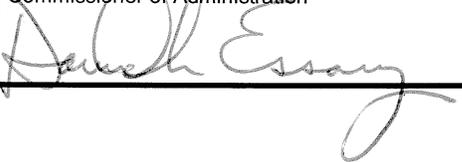
All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise noted, 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 (Probation, Prisons, Prisoners); 22 AAC 05 (Corrections); AS 18 (Health & Safety); AS 47 (Welfare, Social Svcs, Institutions); Executive Order #55 (Creating Corrections); AS 11 (Criminal Laws); AS 44 (State Government); AS 37 (Public Finance).

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 Alaska Correctional Industries (ACI) develops and operates agricultural, industrial, and service enterprises to employ offenders and provide rehabilitation. ACI provides vocational training and realistic work activity to prepare offenders for post-incarceration experiences and produces quality products and services that are competitively priced. ACI operates the following enterprises: Juneau Commercial Laundry, Palmer Meat Processing and Auto Body Plants, and private cooperative ventures; Kenai Office Systems and Metal Plant; Fairbanks Garment/Flat goods Shop; Juneau Staph Guard Hospital Laundry; Seward Furniture Plant; Seward Assembly/Repackaging of Electrical Supplies.

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

Division Director Wally Roman, Manager	State Archivist 	Date 4/6/99	Attorney General 	Date 4/6/99	
Signature of Division Director 	Date 3/3/99	Records Analyst D. Dawson	Date 3/24/99	Commissioner of Administration 	Date 4/15/1999

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
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>Alaska Correctional Industries staff will follow retention periods as listed in the General Administrative Records Retention Schedule.</p>						<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>BUSINESS FILES</p> <p>Financial Statements:</p> <p>Financial statements output from Quick Books Pro. Arranged chronologically.</p>	10	-	-	10		Refer also to General Accounting Records in the General Schedule, Items 20 - 31.
3	<p>BUSINESS FILES</p> <p>Sales Orders:</p> <p>Lists what is purchased, by whom, how much, etc. Arranged numerically.</p>	7	-	-	7		Sales data is also located on the MIS, Item 8.

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>BUSINESS FILES CAD Drawings:</p> <p>Computer assisted drawings generated by inmates or private vendors. Documents manufacturing viability of specific products and may include bill of materials, manufacturing times, etc. Private vendor drawings are arranged by job number. Sales order and job numbers are referenced on the drawings.</p>	C	-	-	C		C=Until obsolete, superceded or administrative/management need is met.
5	<p>BUSINESS FILES Consumer Complaint Files:</p> <p>This series documents any complaints registered with the ACI and how the complaint was resolved. Arranged numerically.</p>	10	-	-	10		
6	<p>Inmate "Working" Files:</p> <p>This series documents payroll activity for approximately 170 inmates employed by the ACI. Also includes evaluations. Arranged alphabetically by inmate.</p>	C	-	-	-		C=Until inmate is no longer employed by the ACI, at which time the documents are transferred to the inmates Institution file.

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>Commission Files:</p> <p>The Alaska Correctional Industries Commission is appointed by the Governor and holds public meetings quarterly. Executive overviews are placed in binders and sound recordings are made of each meeting. Arranged chronologically.</p>	C	-	P	-		<p>C=Until all administrative/management need is met.</p> <p>Audio tapes may be recycled once and then disposed.</p> <p>Refer also to the General Schedule, Item</p>
8	<p>Management Information System (MIS):</p> <p>The MIS includes data regarding sales orders, inventory, items sold, product information, etc. Server is located in Anchorage.</p>	C	B	-	C	X	<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>B=Backup tapes are stored offsite for security. Tapes are rotated according to established ACI procedures.</p>