



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: 200701

Agency ID #: 439

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|--|---|
| <p>DEPARTMENT OF CORRECTIONS</p> <p>DIVISION OF COMMUNITY CORRECTIONS</p> <p>DIRECTOR</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> |
|--|---|

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100; unless those records have been listed 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.

This records schedule supercedes #200700 (Regional Directors).

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

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|---|-----------------|-------------------------------------|--------------------------------|----------------|
| Division Director Lynda Zaugg | State Archivist | Date 2/15/00 | Attorney General | Date 2/3/00 |
| Signature of Division Director 1/26/00 | Date | Records Analyst D. Dawson | Commissioner of Administration | Date 2/9/00 |

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/procedures, reports, publications; and, the following types of files: accounting, personnel, payroll, reading, minutes/meeting, etc.</p> <p>Director's Office 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> |
| 2 | <p>Interstate Compact (ISC) Files:</p> <p>This series documents an Alaskan offender's movement in/out of Alaska and consists of the following: pre-sentence investigation reports; psychological/psychiatric reports; judgments; probation officer notes; correspondence with institutions, attorneys, relatives; and, miscellaneous court pleadings.</p> <p>Arranged alphabetically by name.</p> | C | - | - | M | X | <p>C=Until offender is no longer on probation or comes back to the state. File may be destroyed after microfilm is certified "true and correct."</p> <p>Some data from this fileset is input into a Microsoft Access database "Main ICM."</p> |