



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: 200601

Agency ID #: 442

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF CORRECTIONS  DIVISION OF INSTITUTIONS  DIRECTOR'S OFFICE	<b>KEY</b>	
	<b>A</b> - After Audit	<b>Numerals</b> - Years in Addition to current year
	<b>CFY</b> - Current Fiscal Year	<b>TO</b> - Term of Office
	<b>CY</b> - Current Year	<b>M</b> - After Microfilming
	<b>P</b> - Permanent	<b>C</b> - 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, 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.

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) & 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 records schedule includes records from Inmate Programs and supercedes #200600 (Statewide Programs, Director's Office).

DIVISION OF FINANCE  
 01 APR 12 AM 9:35

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

Division Director	State Archivist	Date	Attorney General	Date
Allen Cooper	<i>John Stewart</i>	5/1/01	<i>B. H. A.</i>	4/9/01
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>Allen Cooper</i>	<i>D. Dawson</i>	5/02/01	<i>Kevin Jones</i>	4/27/01

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>GENERAL ADMINISTRATIVE RECORDS</b></p> <p>Includes general correspondence, policies &amp; procedures, annual reports, legal opinions, and the following types of files: reading, minutes/meeting, budget, accounting/fiscal, grant, procurement, personnel/payroll, agency history, etc.</p> <p>Division of Institutions Director's Office staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<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 &amp; Records homepage.</p>
2	<p><b>Inmate Appeals:</b></p> <p>This fileset documents the Department's actions regarding disciplinary issues. Includes correspondence, appeals forms and final resolution.</p> <p>Arranged alphabetically by name.</p>	CY	-	-	CY		<p>Retain for current year.</p> <p>Record Copy is kept in the Inmate File.</p>
3	<p><b>Community Residential Center Reports:</b></p> <p>Consists of reports and policy &amp; procedures submitted by the CRC's (Allvest, Cornell, Cultural Relevance, Akeela House).</p> <p>Arranged alphabetically by residence.</p>	5	-	-	5		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Special Projects:</b></p> <p>Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc. Special project topics may relate to: mental health, drug testing, privatization, domestic violence, API 2000, inmate health, substance abuse, etc.</p> <p>Arranged according to file plan.</p>	C+3	-	P	-		<p>C=Until project is concluded.</p> <p>Records transferred to the state archives may be sampled, unless transferring authority recommends otherwise.</p>
5	<p><b>Volunteer Files:</b></p> <p>Chaplaincy coordinator's files consist of applications, background criminal history reports and correspondence.</p> <p>Arranged alphabetically by name.</p>	C+5	-	P	-		C=Until inactive.
6	<p><b>Religious Logs:</b></p> <p>This fileset documents volunteers that visited institutions to perform services and includes number of volunteers and attendees.</p> <p>Arranged chronologically.</p>	5	-	P	-		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Donor Records:</b></p> <p>This series documents donation of money to the Chaplaincy Program. Includes correspondence and copy of check.</p>	3	-	-	3		
8	<p><b>Clinical Files:</b></p> <p>Fileset documents criminal/clinical history of offenders and is used to advise probation officers on appropriate supervision and treatment of sex offenders. Includes psychological testing data, assessments, criminal profiles, police reports and correspondence.</p>	C+5	-	-	C+5		<p>C=Until case is closed.</p> <p>Medical records are confidential per AS 47.30.845.</p> <p>Most documents, excluding correspondence, are located in the Inmate's or Medical File.</p>
9	<p><b>Sex Offender Treatment Program (SOTP) Approved Provider Records:</b></p> <p>This series consists of clinical issues dealing with approved providers. Includes applications, copies of licenses, investigation complaints, meeting minutes and correspondence.</p>	C+5	-	-	C+5		<p>C=Until no longer providing services.</p> <p>Some data is input into MS Word. There is a Sex Offender database used by providers at Meadow Creek.</p> <p>Record copy of contract maintained in Contracts Section.</p>

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**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
10	<p><b>Course Development Records:</b></p> <p>Course materials including audio/visual products, training aids, research materials, computer diskettes, correspondence, etc. related to the development and/or presentation of training courses. Course titles include: Risk Assessment with Sex Offenders, Sex Offender Dynamics and Institutional Services Available to Offenders.</p>	C	-	-	C		C=Until course no longer offered and all administrative/management need is met.