DEPARTMENT OF EDUCATION
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STATE OF ALASKA
RECORDS RETENTION SCHEDULE

Schedule Number: 201600
Agency ID #: 437

DEPARTMENT OF CORRECTIONS

DIVISION OF INSTITUTIONS

CORRECTIONAL INSTITUTIONS, STATEWIDE

KEY

A	After Audit	**Numerals**	Years in Addition to current year
CFY	Current Fiscal Year	**TO**	Term of Office
C	Current Year	**M**	After Microfilming
P	Permanent	**C**	Current/or as defined

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.

All records are nonconfidential except as may be noted in the General Schedule. 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; 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 recongnizing the dignity inherent in all human beings.

This records schedule supercedes #063400 (Division of Adult Corrections, Correctional Institutions Statewide) and applies to all correctional institutions.

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

Divison Director **Allen Cooper**	State Archivist		Date 1/14/99	Attorney General	Date 11/8/98
Signature of Division Director	Date 10/28/98	Records Analyst D. Dawson	Date 10/22/98	Commissioner of Administration	Date 11/19/98

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 201600

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Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
1	**GENERAL ADMINISTRATIVE RECORDS:** 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. Correctional Institutions staff will follow retention periods as listed in the General Administrative Records Retention Schedule.						Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents. All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met. The General Schedule may be downloaded from the Archives & Records homepage.
2	**Inmate Case Files (Sentenced Prisoner Records):** These case files document inmate's term of incarceration and/or term of probation/parole and include the following: pre-sentence investigation reports; court judgments (temporary and permanent); time accounting papers; classification reviews; request for interviews; probation officer notes; correspondence with institutions, attorneys, relatives; commissary slips; time accounting records; and miscellaneous court pleadings. Each inmate is assigned an OBSCIS number; the files are arranged alphabetically by name.	C	-	-	-	X	C=As long as the inmate is institutionalized. File is transferred with the inmate if he/she is placed elsewhere in the State system, or; transferred to Probation Office if placed on probation,or; transferred to Central Records when sentence is completed. OBSCIS: Offender Based State Correctional Information System. Per Policy #602.01 the inmate file consists of four parts: court documents; booking/transfer sheets; time accounting, classification, displinary; other documents.
3	**Inmate Medical Case Files:** This series consists of an eight part chart (per DOC 807 policies) of medical, dental, and psychiatric records and may include: reports, assessments/analyses, x-rays, rehabilitation therapy notes, medication records, etc. Arranged alphabetically by name.	C	-	-	-	X	C=As long as the inmate is institutionalized. File is transferred with the inmate if he/she is placed elsewhere in the State system, or; transferred to Probation Office if placed on probation,or; transferred to Central Records when sentence is completed.

RECORDS RETENTION SCHEDULE CONTINUATION

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Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
4	**Logs:** Includes sign-in, segregation, visitor, post and booking logs. Arranged chronologically.	6	-	-	6		
5	**Training Files:** This series documents staff professional development and consists of evaluations, training worksheets, completion notices, certificates, course information/outlines, and correspondence. Arranged alphabetically by name.	C+6	-	-	C+6		C=Until employee is no longer with the Division of Institutions.
6	**Offender Financial Accounting System (HOFA):** The inmate HOFA accounts are located on a statewide information system that tracks prisoner funds used to purchase items from the commissary (e.g. postage stamps, clothing, etc.). Other disbursements may be for various clubs.	C	-	-	C		C=Until the inmate is no longer institutionalized. Hardcopy in inmate file. Disk copy or institution.

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
7	**State Equipment Records (Delivery Order, Correspondence, General Maintenance Records):**	3	-	-	3		Office of Record for vehicle documentation is the Statewide Equipment Fleet.
	State Equipment Records (Warranty Information, Instruction/Operating Manuals, Repair History, etc.):	C	-	-	C		C=For the life of the equipment.
8	**Property Control Files:**	1/C	-	-	1/C		Retain for one year or until obsolete, superceded or administrative/management need is met.
	Institution copies of controlled property management reports, property tag register, excess property reports, property transfer documents, and related correspondence.						Record copy for Department is administered by the Division of Administrative Services.
9	**Travel Accounting Files:**	1/C	-	-	1/C		Retain for one year or until obsolete, superceded or administrative/management need is met.
	Records documenting travel authorizations, travel advances, per diem, transportation, etc. for Statewide Correctional Institution employees.						Record copy for Department is administered by the Division of Administrative Services.

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10	**Special Projects:** Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc.	C+3	-	P	-		C=Until project is completed. Records transferred to the State Archives will be sampled, unless files are identified by the Director as significant and/or historical. Annual accrual rate is approximately two cubic feet.
11	**Computer Backup Tapes and Documentation File:** This series consists of backup tapes and may include: program/system documentation; application software licenses/agreements; data systems and file specifications; security information; disaster recovery procedures; user guides; usage/inventory reports; backup procedures, and; Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the Division's Internet site.	C	B	-	C	X	C=Until documentation is obsolete, superceded or administrative/management need is met. B=Backup tapes are stored offsite for security. Tapes are rotated according to established Departmental procedures.