



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 407      Schedule No: 12-407.1**

DEPARTMENT OF PUBLIC SAFETY  
 407 - PUBLIC SAFETY ACADEMY

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all record series are confidential under AS 39.25.080. This schedule supersedes #122403.

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

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

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

Division Director	Signature of Division Director		Date
	*		4/30/07
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	5/10/07	*	5/18/07
State Archivist	Date	Records Analyst	Date
*	5/29/07	*	4/16/07

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Alaska Law Enforcement Training (ALET) Course Files (Originals)</b>                      This series consists of all documentation regarding the twelve week ALET academy (including evaluations, training worksheets, certificates and correspondence) for the following commissioned officers: state troopers, municipal police, Fish &amp; Wildlife, Airport Security, Fire Marshals and Park Service.</p> <p>Arranged alphabetically by trainee.</p>	H	40		<p>Justification for forty-year retention: The PSA has an administrative need to maintain training records through the duration of employment for its officers.</p> <p>Ceased microfiche in 1991.</p> <p>Microfiche held at PSA and will continue to administer master microfiche for 40 years.</p>
<p><b>002 - Village Public Safety Officer (VPSO) Training Files (Originas)</b>                      This series consists of all documentation regarding the nine week VPSO training academy.</p> <p>Arranged alphabetically by trainee.</p>	H	40		<p>Justification for forty-year retention: The PSA has an administrative need to maintain training records through the duration of employment for its officers.</p> <p>Ceased microfiche in 1991.</p> <p>Microfiche held at PSA and will continue to administer master microfiche for 40 years.</p>
<p><b>003 - Training Course Files (Originals)</b>                      This series consists of Alaska Police Standards Council applications and certifications, Notice of Course Completions, schedules, evaluations, certifications, syllabi, grade sheets, rosters with academic standing and correspondence.</p> <p>Arranged by course number.</p>	H	40		<p>Justification for forty-year retention: The PSA has an administrative need to maintain training records through the duration of employment for its officers.</p> <p>Ceased microfiche in 1991.</p> <p>Microfiche held at PSA and will continue to administer master microfiche for 40 years.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p><b>Retention Key</b></p> <p>A = Until Audit                      C = Cut-off event/date                      CY = Current Year                      CFY = Current Fiscal Year                      PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)                      S = Until Scanned                      T = Transfer                      TO = Term of Office</p>	<p><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>004 - Instructor Certificates (Originals)</b>                      This series consists of certificates issued by the PSA.                       Arranged alphabetically by surname.</p>	H	40		<p>Justification for forty-year retention: The PSA has an administrative need to maintain training records through the duration of employment for its officers.</p> <p>Ceased microfiche in 1991.</p> <p>Microfiche held at PSA and will continue to administer master microfiche for 40 years.</p>
<p><b>005 - Examinations (Originals)</b>                      This series consists of blank examinations used in training courses.</p>	H	40		<p>Justification for forty-year retention: The PSA has an administrative need to maintain training records through the duration of employment for its officers.</p> <p>Ceased microfiche in 1991.</p> <p>Microfiche held at PSA and will continue to administer master microfiche for 40 years.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center"><b>Retention Key</b></p> <p>A = Until Audit                      PO = Permanent (Retain in agency office)                      C = Cut-off event/date              S = Until Scanned                      CY = Current Year                      T = Transfer                      CFY = Current Fiscal Year              TO = Term of Office                      PA = Permanent (Transfer to State Archives)</p>	<p align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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