

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT

Division of Libraries, Archives & Museums

Archives and Records Management Services

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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 120106

Agency ID: 395

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DEPARTMENT OF PUBLIC SAFETY	A - Audit	Numerals - Years in Addition to Current Year
OFFICE OF THE COMMISSIONER	C - Active - as defined in remarks column	P - Permanent
	CFY - Current Fiscal Year	S/M - After Scanning/Microfilming
	CY - Current Year	FO - Term of Office

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.3, unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a **Fiscal** year basis.

All records that have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise indicated all records series are nonconfidential. This records retention schedule supercedes #120105.

Statutory Authority: AS 18.65; AS 44.41.

The Office of the Commissioner sets the Department policy and provides overall management to ensure the basic goal of protection of life and property is met. The following programs are administered by the Office of the Commissioner: Public Safety Academy, Scientific Crime Detection Laboratory, and the Office Professional Standards; with administrative support to the Alaska Police Standards Council, Council on Domestic Violence and Sexual Assault, and the Alcoholic Beverage Control Board.

NOTE: 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 below are approved for retention and disposition as indicated.

Division Director	State Archivist	Date	Attorney General	Date
Joseph A Masters, Commissioner	<i>D. Dawson</i>	4/9/10	<i>Craig J. Talley</i>	4/5/10
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>Dan Spencer</i> Dan Spencer, Director Administrative Services	<i>Christopher J. Hill</i>	12-16-09	<i>Kris J. Johnson</i>	4/8/10

RECORDS RETENTION SCHEDULE CONTINUATION

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Item No.	Records Series & Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>COMMISSIONER RECORDS: Includes administrative records related to Budget Preparation, General Accounting, Grant Management, Procurement, Leasing & Property, General Administrative, Personnel Administration, and Information Technology. The following types of files are included: reading, program admin, special projects, legislative, regulation, policies, procedures, legal opinions, reports, meeting minutes, public information, and hearing officers.</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed when no longer needed.</p> <p>GRS: General Administrative Records Retention Schedule.</p>
2	<p>SPECIAL POLICE COMMISSION RECORDS:</p> <p>Active, Hardcopy</p> <p>Inactive, Master Scan/Microfilm</p> <p>Consists of the application, oath of office, certification of commission, fingerprint card, FBI/APSIN records, identification card, and correspondence. Arranged alphabetically by surname.</p>	C	-	-	S/M	X	<p>C=Until termination of commission and records are scanned/microfilmed.</p> <p>S/M=Original records may be destroyed after scan/film is certified "true and correct".</p> <p>Confidential under AS 39.25.080.</p> <p>APSIN: AK Public Safety Information Network</p>
3	<p>ADMINISTRATIVE INVESTIGATION RECORDS:</p> <p>Active Investigations</p> <p>Closed Cases, Electronic/Film Records</p> <p>Investigative reports, statements, audio/video/photo documentation, and other evidence relating to cases involving allegations of misconduct by DPS employees. Records are maintained on a calendar year by case number.</p>	C	-	-	-	X	<p>C=Until completion of investigation and case is closed.</p> <p>S/M=Original hard copy records may be destroyed after scan/film is certified "true and correct."</p> <p>Individual records are maintained for 10 years or duration of employment with DPS, whichever is longer.</p> <p>Confidential under AS 39.25.080.</p>
4	<p>ADMINISTRATIVE REVIEW FILES:</p> <p>Includes, but is not limited to, vehicle pursuit, use of force, department vehicle collisions, deadly force reviews, firearms discharge, complaints against the department and/or employees not elevated to an investigation, kudos/compliments on the department and/or employees.</p> <p>Records are maintained on a calendar year by case number and in electronic format.</p>	CY + 5	-	-	CY + 5 or P		<p>Records will be maintained electronically as of calendar year 2010. Previous years' hard copy records will be scanned and originals will be destroyed after being certified "true and correct."</p> <p>P=Any records involving serious injury or death or significant change in policy/procedure/equipment will be maintained as a permanent historical record.</p> <p>Confidential under AS 39.25.080 & 40.25.120.</p>