



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 120904

Agency ID #: 388

RECORDS RETENTION SCHEDULE

Page 1 of 3

<p>DEPARTMENT OF PUBLIC SAFETY</p> <p>ALASKA POLICE STANDARDS COUNCIL</p> <p><i>DIVISION OF FINANCE</i></p> <p><i>OCT 01 2007</i></p>	<p>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 #100.2, unless those records have been listed on this schedule.

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

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska 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 noted all records series are nonconfidential. This records schedule supercedes #120903.

Statutory Authority: AS 18.65.130-290; 13 AAC 85; 13 AAC 87; 13 AAC 89.

The Alaska Police Standards Council was created in 1972 and is composed of eleven members which meet at least twice a year. The goal of the Council is to ensure that all Alaskans receive effective and professional law enforcement service by police, correctional, probation and parole officers who are ethical, physically and psychologically competent, well educated, professionally trained, career oriented and sensitive to public needs.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

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 Terry Vrabec	State Archivist <i>[Signature]</i>	Date 10-4-07	Attorney General <i>[Signature]</i>	Date 9/24/07
Signature of Division Director <i>[Signature]</i>	Date 9/24/07	Records Analyst <i>[Signature]</i>	Date 3-12-07	Commissioner of Administration <i>[Signature]</i>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

120904

Page 2

Agency ID

388

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Police Officer Certification Files:</p> <p>This series consists of certification files for police officers, probation, parole and correctional officers. Includes medical examination, health questionnaire, personal history statement, criminal record, psychological exam and field training record.</p> <p>Arranged alphabetically by officer name.</p>	C+50	-	-	C+50	X	<p>C=Until certification ends.</p> <p>Confidential under 13 AAC 85.010 (Police) & 13 AAC 85.210 (Probation, Parole and Correctional).</p> <p>Justification for "C+50" year retention: Administrative.</p> <p>If an officer has not held valid certification for five years, s/he must complete the entire re-certification process.</p>
2	<p>Police & Correctional Officer Training Program Instructor Certification Files:</p> <p>This series consists of application for certification under 13 AAC 87.040 and recommendations.</p> <p>Arranged alphabetically by instructor name.</p>	C+20	-	-	C+20	X	<p>C=Until certification ends.</p> <p>Justification for "C+20" year retention: Administrative.</p> <p>If an instructor has not held valid certification for three years, s/he must complete the entire re-certification process.</p> <p>Annual accrual rate is approximately one cubic foot.</p>
3	<p>Police & Correctional Officer Training Program Certification Files:</p> <p>This series consists of application for certification under 13 AAC 87.010 or 13 AAC 89.040; institution policies and regulations; fee schedules; description of space, facilities; and, equipment; course outlines and completion notices.</p> <p>Arranged alphabetically by institution.</p>	C+20	-	-	C+20	X	<p>C=Until certification ends.</p> <p>Justification for "C+20" year retention: Administrative.</p> <p>Annual accrual rate is approximately .5 cubic foot.</p>

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER 120904	Page 3
	Agency ID 388	

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Surveys & Questionnaires:</p> <p>This series consists of surveys distributed to officers that have terminated, survey compilations, Departmental audits, etc.</p> <p>Arranged chronologically.</p>	5	-	-	5		
5	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Alaska Police Standards Council 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 accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>