



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: 122205

Agency ID #: 396

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF PUBLIC SAFETY

COUNCIL ON DOMESTIC VIOLENCE & SEXUAL ASSAULT

KEY

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

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, 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 #122204.

Statutory Authority: AS 18.66.010-.990; 13 AAC 90.010-.190; 13 AAC 95.010-.900; 2 AAC 45.010.

The Council on Domestic Violence & Sexual Assault awards and monitors grants; provides technical assistance to nonprofit corporations dealing with domestic violence, sexual assault, incest, and crisis intervention; recommends legislation; and coordinates the domestic violence and sexual assault activities of the Departments of Law, Education, Health & Social Services, and Public Safety.

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 Barbara Mason, Exec. Director	State Archivist <i>[Signature]</i>	Date 5-16-06	Attorney General <i>Craig J. Tillery</i>	Date 4/28/06
Signature of Division Director <i>Barbara C. Mason</i>	Date 4/24/06	Records Analyst <i>Christie</i>	Commissioner of Administration <i>[Signature]</i>	Date 5/18/06

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Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Grant Files:</p> <p>This series documents the agency's award and administration of grants to local communities or nonprofit organizations for programs related to domestic violence, sexual assault, and crisis intervention/prevention programs under 13 AAC 95.010-900. Files include requests for proposals and evaluations, notification of award, grant documents, payment records, reports, and correspondence.</p> <p>Arranged alphabetically by location and grantee.</p>	C+2	4	-	C+6		<p>C=Until grant funds are expended or final audit resolution.</p> <p>Refer also to the General Administrative Records Retention Schedule, Grant Management Records.</p>
2	<p>Domestic Violence & Sexual Assault Raw Statistical Data:</p> <p>Copies of various reports submitted by grantees which provide source data for the Domestic Violence database (Item 3).</p>	C+1	-	-	C+1		C=Until data is input and verified.
3	<p>Domestic Violence & Sexual Assault Client Intake & Service Provided:</p> <p>A Microsoft Access information system for all program statistics including: client name and other personal information, purpose of visit, results, etc.</p>	C	-	-	C		C=Until obsolete, superceded or administrative/management need is met.

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Annual Status Reports:</p> <p>Output from the Domestic Violence Database & Client Intake (Item 3).</p> <p>Reports contain no individually identifiable data.</p>	2	4	-	6		
5	<p>Special Projects:</p> <p>Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc. Examples of special projects include: VAWA (Violence Against Women's Act), rural DVCV (Domestic Violence & Child Victimization).</p>	C+3	-	**	C+3		<p>C=Until project is concluded or administrative/management need is met.</p> <p>**Submit file titles for archival review prior to disposition.</p> <p>Refer to the General Administrative Records Retention Schedule, Item 62 (General Correspondence) for documents relating to the administration and operation of the agency and, Item 77 for further reference to special projects.</p>
6	<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>Council on Domestic Violence & Sexual Assault 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 Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>