



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: 122403

Agency ID #: 407

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF PUBLIC SAFETY</p> <p>PUBLIC SAFETY ACADEMY</p> <p style="text-align: center;">DIVISION OF FINANCE MAY 17 2007</p>	<p style="text-align: center;">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>
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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 **State Fis.** 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 record series are confidential under AS 39.25.080. This records schedule supercedes schedule #122402.

Statutory Authority: AS 44.41.020(a); 13 AAC 85.005 - 13 AAC 89.150.

The mission of the Public Safety Academy is to provide quality training to Village Public Safety Officers; Municipal Police Officers; State Troopers; Fish & Wildlife Protection Troopers; Airport Police; State Park Rangers; employees of the Departments of Fish & Game, Environmental Conservation and the Alaska Marine Highway Systems; State Fire Marshals; and, qualified civilian applicants through the University of Alaska and representatives from several federal agencies.

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 Colonel Audie Holloway	State Archivist 	Date 5-29-07	Attorney General 	Date 5/10/07	
Signature of Division Director 	Date 4/30/07	Records Analyst Christopher L. Hub	Date 4-16-07	Commissioner of Administration 	Date 5/11/07

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Alaska Law Enforcement Training (ALET) Course Files (Original Hardcopy):</p> <p>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 & Wildlife, Airport Security, Fire Marshals and Park Service.</p> <p>Arranged alphabetically by trainee.</p>	40	-	-	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>
2	<p>Village Public Safety Officer (VPSO) Training Files (Original Hardcopy):</p> <p>This series consists of all documentation regarding the nine week VPSO training academy.</p> <p>Arranged alphabetically by trainee.</p>	40	-	-	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>
3	<p>Training Course Files (Original Hardcopy):</p> <p>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>	40	-	-	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>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Instructor Certificates (Original Hardcopy):</p> <p>This series consists of certificates issued by the PSA.</p> <p>Arranged alphabetically by surname.</p>	40	-	-	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>
5	<p>Examinations (Original Hardcopy):</p> <p>This series consists of blank examinations used in training courses.</p>	40	-	-	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>
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>Public Safety Academy 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>