



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: 122802

Agency ID #: 598

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF PUBLIC SAFETY

SCIENTIFIC CRIME DETECTION LABORATORY

JUN 04 2009

KEY

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

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, 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 record series are confidential under Article 1, Section 22 of the Alaska State Constitution. This records schedule supercedes #122801.

Statutory/Regulatory Authority: AS 18.65.050 (Fingerprint Information); AS 18.65.090 (Assist Other Agencies); AS 44.41.020 (Laboratory Duties); AS 44.41.025 (Fingerprint System); AS 44.41.035 (DNA Registration System); 13 AAC 63 (Forensic Alcohol Testing).

The Scientific Crime Detection Laboratory provides professional forensic services to the Alaska community. Examinations and expertise include: Breath Alcohol, Blood Alcohol, Controlled Substances, Firearm/Toolmark, Biological Screening, DNA, Latent Fingerprints, and Crime Scene Investigation. Training is provided to law enforcement officers regarding proper evidence collection and preservation of current forensic techniques.

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
Orin Dym, Laboratory Manager	<i>Glenn Cook</i>	6/10/09	<i>Craig J. Tillery</i>	5/29/09
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>Orin Dym</i>	<i>D. Dawson</i>	4/10/09	<i>Kraig Johnson</i>	6/15/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Crime Lab Case Files:</p> <p>This series consists of copies of laboratory reports and original worksheets, notes, diagrams, photographs, spectrographs, and Request of Laboratory Services (chain of custody).</p> <p>Arranged numerically by Crime Lab case file number.</p>	C+5	45	-	C+50	X	<p>C=Until case is closed.</p> <p>Records are confidential until conclusion of criminal court disposition of case.</p> <p>JUSTIFICATION FOR "C+50" RETENTION: Legal. There is a potential for future litigation as a defendant may be granted a new trial many years after a conviction.</p> <p>Annual accrual rate is approximately 12 cubic feet.</p>
2	<p>Crime Lab Latent Fingerprint Files:</p> <p>This series includes latent lifts, photographs, and copies of ten print cards.</p> <p>Arranged numerically by Crime Lab case file number.</p>	C	50	-	C+50	X	<p>C=Until case is closed.</p> <p>Records are confidential until conclusion of criminal court disposition of case.</p> <p>JUSTIFICATION FOR "C+50" RETENTION: Legal. There is a potential for future litigation as a defendant may be granted a new trial many years after a conviction.</p> <p>Annual accrual rate is approximately 4.5 cubic feet.</p>
3	<p>Breath Alcohol Program Files:</p> <p>Records series includes original breath test instrument files (arranged numerically by instrument serial number); certificate files for breath test operator and supervisors (copies, arranged numerically by identification number); Requests for Certification/Recertification files for breath test operators and supervisors (originals, arranged chronologically by calendar year.)</p>	C+6		-	C+6	X	<p>C=Until the instrument is no longer used in the field.</p> <p>Nonconfidential.</p>

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<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>Scientific Crime Detection Laboratory staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</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>