



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 387 Schedule No: 12-387.1

DEPARTMENT OF PUBLIC SAFETY
 DIVISION OF ADMINISTRATIVE SERVICES
 387 - DIVISION OF ADMINISTRATIVE SERVICES

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #120205.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
	*		5/27/09
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	6/3/09	*	7/6/09
State Archivist	Date	Records Analyst	Date
*	7/20/09	*	5/4/09

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Terminated Employee History Cards Basic employment data on department employees. Also provides index to files in storage.		C+50	Y	C = Until date employee terminates. Confidential under AS 39.25.080. Refer also to the General Administrative Records Retention Schedule.
002 - Badge Control Records Alphabetic and numeric indices.		C+50		C = Until employee termination date or date badge is obsolete. Maintained on a calendar year basis. Justification for "C+50" retention: Security and confidentiality issues. Retaining "C+50" minimizes the risk liability regarding badge falsification.
003 - Commissioned Officer Personnel Files Background investigations and training completion certificates. Records for exempt personnel who are also commissioned officers are maintained in this series.		C+50	Y	C = Until date employee terminates. Confidential under AS 39.25.080. Maintained on a calendar year basis.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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