



DEPARTMENT OF EDUCATION
 Division of Libraries, Archives & Museums
 Archives and Records Management Services
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Schedule Number: 120501

STATE OF ALASKA

Agency Id: 0384

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RECORDS RETENTION SCHEDULE

DEPARTMENT OF PUBLIC SAFETY

DIVISION OF ADMINISTRATIVE SERVICES RECORDS AND IDENTIFICATION SECTION

A - Audit
CY- Current
 Year
P - Permanent

AR - Archivist's Review
M - After Microfilming
T - Terminated, obsolete,
 superceded

Numerals - Years in addition to
 current year
TO - Term of office

See General Administrative Records Schedule located in the *Records Management Manual* for records not listed below.
 Unless otherwise noted, all records are retained on a **Calendar** year basis.

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

Statutory Authority: AS 18.65.050; 13 AAC 25.210 - .300.

Criminal identification and criminal investigation records are confidential per 13 AAC 25.280. Abbreviations used include: Alaska Public Safety Information Network (ASPIN); National Law Enforcement Telecommunications System (NLETS); Alaska Department of Fish and Game (ADFG.)

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Typed Name Division Director Ken Bischoff, Director	<i>Acting</i> State Archivist <i>Deborah E. Johnson</i>	Date 09-16-94	Attorney General <i>Elizabeth H. Law</i>	Date 09-08-94
Signature of Division Director <i>Ken Bischoff</i>	Date 9/6/94	Records Analyst <i>Dean Dawson</i>	Date 9/7/94	<i>Commissioner of Administration</i> <i>J.M. Thomas</i> Date 9/14/94

		Retention		Disposition			AgencyId 0384
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
01	<p>General Correspondence and Subject Files: This series consists of user agreements between primary (Department of Corrections, for example) and secondary (Office of Personnel Management, for example) law enforcement agencies. Arranged alphabetically by topic.</p>	10	-	-	10		
02	<p>Investigative Case Report Files: This series consists of trooper reports, coroner's reports and medical records for crimes such as murder, fraud, sexual abuse, etc. The State Troopers keep these files in their field office for 13 months after the case is closed, before they are transferred to Records and Identification. Arranged by case number.</p>	3	-	-	M		See Items 03 and 04.
03	<p>Investigative Case Report Files (Master Microfilm): See Items 02 and 04.</p>	-	47	-	47		

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Retention				Disposition			AgencyId 0384
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
04	Investigative Case Report Files (Workcopy Microfilm): See Items 02 and 03.	47	-	-	47		
05	Sport Hunting and Fishing License Master Index Listing (Workcopy Microfilm): This series includes the years 1970 - 1980. Function transferred to the Department of Fish & Game, Licensing in 1989.	50	-	-	50		ADF&G has duplicate copies.
06	Master Index Cards (Master Microfilm): Master microfilm for major and minor offenses circa 1950's - 1983. Arranged alphabetically by name.	50	-	-	50		

		Retention		Disposition			AgencyId 0384
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
07	<p>AUCRS Reports: This series consists of monthly, quarterly and yearly reports downloaded from the mainframe consisting of a summary of offenses (Part 1 Crimes: homicides, rapes, felony, etc.); and arrest report data (age, sex, race). Reports are statistical in nature and include no personal data. Arranged chronologically.</p>	C	-	-	T		C=Until Item 08 published. See Item 08. AUCRS: Alaska Uniform Crime Reporting System. One copy is kept in the office, one copy is sent to the FBI and copies are sent to submitting law enforcement agencies and police departments.
08	<p>Crime Reported in Alaska:: This publication quantifies major crimes in Alaska and is produced annually. Is a compilation of the monthly, quarterly and yearly reports (see Item 07.) Arranged chronologically.</p>	5	5	P	-		Copies sent to the Alaska State Library, in and out of state law enforcement agencies and university libraries nationwide.
09	<p>Master Fingerprint Cards: These are duplicate cards sent to the Juneau office from Anchorage. Data has been entered onto ASPIN. Arranged chronologically by date filmed.</p>	50	-	-	50		

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Retention				Disposition			AgencyId 0384
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
10	Criminal History Records: This series consists of court judgments, fingerprint cards, FBI rap sheets, deceased data and booking sheets entered onto the mainframe to update microfilm index only.	50	-	-	50		
11	Case Log: This series documents requests for case reports from the public. Reports are sent to local law enforcement agencies. Arranged chronologically.	2	-	-	2		Three-ring binder.
12	"Peanut" Log: This ASPIN review log includes criminal histories, clearance letters, etc. Arranged chronologically.	2	-	-	2		Three-ring binder.

		Retention		Disposition			AgencyId 0384
Item No.	Record Series Title & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
13	<p>NLETS Log: Computer printout with requests and responses for criminal histories, from law enforcement agencies. Arranged chronologically.</p>	2	-	-	2		Three-ring binder.
14	<p>Fish & Wildlife Violation Arrest Reports: Trooper Reports. No further accretions to this records series are expected. This series is now Item 02, Investigative Case Report Files. Arranged by year in case number order.</p>	C	-	-	M		C=Until filmed. Recommend filming with subsequent destruction of originals.