



DEPARTMENT OF EDUCATION
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 122302

Agency ID #: 394

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DEPARTMENT OF PUBLIC SAFETY DIVISION OF ADMINISTRATIVE SERVICES UNIFORM CRIME REPORTING PROGRAM	KEY	
	A - After Audit	Numerals - Years in Addition to current year
	CFY - Current Fiscal Year	TO - Term of Office
	CY - Current Year	M - After Microfilming
	P - Permanent	C - Current/or as defined

The Agency will follow retention periods of records listed in the State of Alaska General Administrative Records Schedule #100; therefore those records have not been repeated on this schedule.

Unless otherwise noted all records are retained on **Calendar** year basis.

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

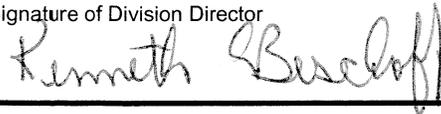
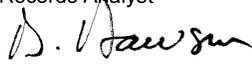
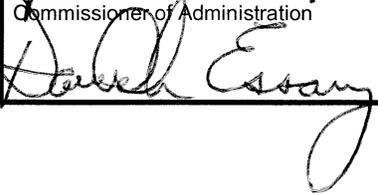
All records are nonconfidential.

Statutory Authority: Per AS 12.62.130 law enforcement agencies must provide crime data to the Department of Public Safety which compiles and provides this information to the Governor and Attorney General.

The Uniform Crime Reporting program collects, compiles and publishes standardized crime data from across the State. Crime data reported by participating police agencies is tabulated and transmitted to the Federal Bureau of Investigation for combination with other states' data to document national crime trends in "Crime in the USA". Detailed Alaska data is published annually in "Crime Reported in Alaska".

This records schedule supercedes #122301.

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

Divison Director Kenneth E. Bischoff	State Archivist 		Date 8/24/99	Attorney General 	Date 8/6/99
Signature of Division Director 	Date 8/6/99	Records Analyst 	Date 7/2/99	Commissioner of Administration 	Date 8/13/99

RECORDS RETENTION SCHEDULE CONTINUATION

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Twelve-month Summary Reports:</p> <p>This series consists of the publication entitled Crime Reported in Alaska. It has been published since 1976 and consists of summary data submitted to the FBI under their UCR program. Arranged chronologically.</p>	5	-	P	-		<p>Most local police departments and the Alaska State Troopers (jurisdictions representing about 90 percent of Alaska's population) voluntarily submit UCR data to the FBI, which publishes national statistics in Part I Crimes: murder, rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft and arson.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
2	<p>UCR Reports, Monthly:</p> <p>UCR Reports, Six-month Summary:</p> <p>UCR Reports, Correction & Edit:</p> <p>These three reports result in the Twelve-month Summary Reports, (Item 1).</p>	1	-	-	1		<p>The monthly reports are submitted to the FBI.</p>
		5	-	-	5		
		C	-	-	C		<p>C=Until errors are corrected.</p>
3	<p>UCR System and Program Documentation:</p> <p>The UCR System is a sub-system within the Alaska Public Safety Information Network (APSIN). These applications are within the case monitoring system and allow entry of incident data for UCR statistics and are accessible to local police departments to enter and track their own records.</p>	C+3	-	-	C+3	X	<p>C=Until there is a complete or partial system revision.</p> <p>Programming Language: NATURAL.</p>