



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 400      Schedule No: 12-400.1**

DEPARTMENT OF PUBLIC SAFETY  
 DIVISION OF ALASKA WILDLIFE TROOPERS  
 400 - REGIONS (STATEWIDE)

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 indicated all records series are nonconfidential. This schedule supersedes #121804.

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
	*		10/8/07
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	10/8/07	*	11/6/07
State Archivist	Date	Records Analyst	Date
*	11/15/07	*	4/16/07

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Dispatch Cards (Case Cards) [Form 12-291]</b>                      This series consists of a record of first contact which may or may not be further investigated.                       Arranged by case card numbers.</p>		13 Mos.		<p>All information from Dispatch Cards are entered into the Department of Public Safety's APSIN mainframe.                       APSIN = Alaska Public Safety Information Network</p>
<p><b>002 - Investigative Case Reports &amp; Backup</b>                      Records series consists of region copy of case report, evidence forms, Uniform Summons and Complaint [Form 12-552] and other backup documents.                       Arranged by case number.</p>		T		<p>T = Until transferred to Division of Administrative Services, Records &amp; Identification Section for microfilming.                       Information from Investigative Reports are entered into the Department of Public Safety's APSIN mainframe.                       APSIN = Alaska Public Safety Information Network.</p>
<p><b>003 - Aircraft Log [Form 12-509]</b>                      This series consists of hours logged on all division aircraft.                       Arranged alphabetically by aircraft.</p>		C+1		<p>C = Until aircraft is no longer in use.                       These records are maintained at the Aircraft Section, Detachments &amp; Posts.                       This information is kept in a MS Access database at the Aircraft Section, along with hard copies at Detachments and Posts.</p>
<p><b>004.1 - Vessel Logs</b>                      Arranged alphabetically by vessel name and then chronologically.</p>		C+3		<p>C = Until vessel is no longer in use.                       These logs are maintained for maritime use.                       Justification for C+3 year retention: Maritime claims have a 3 year statute of limitations.</p>

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><b>Retention Key</b></p> <p>A = Until Audit                      C = Cut-off event/date                      CY = Current Year                      CFY = Current Fiscal Year                      PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)                      S = Until Scanned                      T = Transfer                      TO = Term of Office</p>	<p><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>004.2 - Vessel Logs (Other Vessel Records)</b>                      Other Vessel Records consists of the following: maintenance reports, trip reports and vessel inspection reports [Form 12-511].</p> <p>Arranged alphabetically by vessel name and then chronologically.</p>		3		Maintenance records are maintained at the Region & Posts. Vessel inspection reports are maintained at the Marine Section, Posts & Region.

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"><b>Retention Key</b></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"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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