DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
Division of Libraries, Archives and Museums
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STATE OF ALASKA
RECORDS RETENTION SCHEDULE

Schedule Number: 121505
Agency ID #: 391

DEPARTMENT OF PUBLIC SAFETY

DIVISION OF ALASKA STATE TROOPERS

DETACHMENT ENFORCEMENT SERVICES (STATEWIDE)

KEY

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

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, 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 indicated all records series are non-confidential. This records schedule supercedes #121504.

Statutory/Regulatory Authority: AS 18.65.010 - .110 (Police Protection); AS 44.41.020 (Department Powers & Duties).

The mission of the Statewide Detachment Enforcement Services is to protect the life and property of the public through an efficient and effective law enforcement organization that will carry out the statutory responsibilities of the Department through the detection, apprehension, and assistance in the subsequent prosecution of individuals charged with violations of the law. There are six statewide detachments which provide patrol services, including accident response, and general police services in areas not served by a local law enforcement agency.

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.

Divison Director		State Archivist	Date	Attorney General	Date
Colonel Audie Holloway		Glenn L Cook	9/2/08	Craig L Tillery	8/7/08
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
Audie Holloway	5/8/08	Christopher L. Hill	5-8-08	Kim J Johnson	8/28/08

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER 121505	Page 2
	Agency ID 391	

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
1	**Investigative Case Reports & Backup:** This series documents all detachment investigations and consists of the following: interview notes, copies of court documents, evidence, cataloging data, correspondence, Form 12-201's, etc. Arranged numerically by case number.	C	-	-	-	X	C=Until case is closed. Case file is transferred to the Department of Public Safety, Criminal Records & Identification Bureau for microfilming, see retention schedule #120502, Item #2. This fileset does not include any Alaska Bureau of Investigation reports and backup.
2	**Photo Files** This series is related to Item #1 but is not submitted to the Criminal Records & Identification Bureau for microfilming. The negatives are maintained at the Post level. Arranged by case number.	5	45	-	50	X	Justification for 50-year retention: Administrative & Legal need. Some unsolved cases remain open for decades. There is also a potential for civil litigation and criminal appeal. Annual accrual rate is approximately ten cubic feet.
3	**Dispatch Records:** This fileset consists of dispatch notes which includes basic case information, form #12-291. A case number is assigned and relevant data is entered into APSIN. Also includes hardcopy printout of 911 calls.	C	-	-	C		C=Until verification of input or administrative need is met. Refer also Item 5 - Recording Tapes. APSIN: Alaska Public Safety Information Network.

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 121505

Agency ID 391

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
4	**Radio Logs:** Handwritten logs from radio and telephone calls, form #12-223.	1	-	-	1		Refer also to Item 5.
5	**Recording Tapes:** Recording tapes of radio and telephone calls, including 911 calls.	30 Mos.	-	-	30 Mos.		The length of retention varies, depending upon the availability of tapes. The tapes are recycled, but may be retained longer than 30 months if litigation is pending. Justification for 30 Mos. Retention: 2 year statute of limitations, AS 09.10.070.
6	**Motor Vehicle Accident Files:** Contains a copy of the accident report, photos, notes, and other documentation on the accident.	C	-	-	-	X	C=Until case is closed. Case file is transferred to the Department of Public Safety, Criminal Records & Identification Bureau for microfilming, see retention schedule #120502, Item #2. This fileset does not include any Alaska Bureau of Investigation reports and backup.

Item No.	Records Series Title and Description	Retention: Office	Retention: Records Center	Disposition: State Archives	Disposition: Destroy	Disposition: Vital Record	Remarks
7	**Impound Records:** This fileset documents vehicles that have been issued impound notices by troopers. Consists of form #12-218. Arranged chronologically.	3	-	-	3		
8	**GENERAL ADMINISTRATIVE RECORDS:** Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology. Detachment Enforcement Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).	-	-	See GRS	See GRS		All duplicate copies of records maintained on any media may be destroyed after business need is concluded. 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.