



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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 Archives and Records Management Services  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 121704

Agency ID #: 390

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<p><b>DEPARTMENT OF PUBLIC SAFETY</b></p> <p><b>DIVISION OF ALASKA STATE TROOPERS</b></p> <p><b>JUDICIAL SERVICES</b></p> <p style="text-align: center;">DIVISION OF FINANCE MAY 17 2007</p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - Current/or as defined</p>
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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 **State Fis.** year basis.

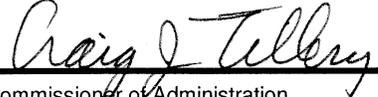
All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise indicated all records series are nonconfidential. This records schedule supercedes #121703. Statutory Authority: AS 18.65.010-.110 (Public Safety Duties); AS 22.20.100 (Judicial Services Duties); AS 33.30.071 & .081 (Prisoner Transportation). Unless otherwise stated records may be disposed after the information is entered into the applicable Anchorage Judicial Services Office Support Network (PS-ANCJS) database; in the retention and disposition column "C=After the information has been entered into the database."

The Commissioner of Public Safety AS 18 is the executive officer of the Alaska Supreme Court. In Anchorage his responsibilities are carried out by personnel assigned to Judicial Services. Service requests are generated by components of the Criminal Justice System and the Department of Health & Social Services. The troopers of this Section also transport prisoners in and out of the State and perform warrant and process service. The goal of Judicial Services is to support the Court and the public areas of civil and criminal process, prisoner escort and court security.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

**Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.**

Division Director  <b>Audie Holloway</b>	State Archivist  	Date <b>5-24-07</b>	Attorney General  	Date <b>5/10/07</b>	
Signature of Division Director  	Date <b>4/30/07</b>	Records Analyst  	Date <b>4-16-07</b>	Commissioner of Administration  	Date <b>5/18/07</b>

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Judicial Services' staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>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.</p>
2	<p><b>SERVICE DIRECTIONS (Original):</b></p> <p>Nome Office: Keep original Domestic Violence &amp; Criminal Process 5 years; Keep Civil Process 3 years.</p> <p>Includes name of person served, where located, order, court date, and other miscellaneous data.</p> <p>Arranged chronologically.</p>	C 5/3	- -	- -	C 5/3		<p>Hard copy information required for administrative purposes (real property instructions, information concerning minors, property, etc.) may be retained until administrative need is met. [Nome does not have computer tracking.]</p> <p>Service directions may be issued by the Alaska Court System, Attorney General, Child Support Enforcement, etc., directing the agency to execute warrants, make arrests, issue subpoenas, garnishments, and carry out other functions.</p>
3	<p><b>CONTROL CARDS [SOME OFFICES MAY NOT ADMINISTER] (Criminal Process, 12-309, White Originals):</b></p> <p>(Civil Process, 12-302; Misdemeanor &amp; Felony Warrants, 12-342 White Originals):</p> <p>The 12-302 control cards constitute a financial tracking sheet documenting money received by the Section. 12-309 arranged alphabetically; 12-302 arranged by case number; 12-342 arranged alphabetically.</p>	C+5 C+20	- -	- -	C+5 C+20		<p>"Control Cards" is an obsolete Records series for the Anchorage office. Information previously listed on the control card is included on the "Warrant Worksheets" (refer to Item 4), which is input into the MS Access Warrants database.</p> <p>12-302: Pink copy and/or yellow to Fiscal; white copy is sent back to DPS office which originally received the process and funds.</p> <p>12-309 &amp; 12-342: White copy retained by DPS office which originally received writ; yellow copy is disposed.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<b>WARRANTS &amp; WARRANT WORKSHEETS, ORIGINALS: (Misdemeanor Warrants, No Problems):</b>	C	-	-	C		C=Until original warrant is transferred to the Alaska Court System case file; or, after the information has been entered into APSIN, the Warrants database and officer's administrative need is met. [Kenai, Palmer & Nome do not have computer tracking.]  Misdemeanor Warrant Worksheets [12-339] are retained by the officer (chronologically) and provide backup to warrants served.  APSIN: Alaska Public Safety Information Network.
	(Misdemeanor Warrants, With Problems):	C+5	-	-	C+5		
	(Backup Data):  Kenai, Palmer & Nome Offices: Keep Original Misdemeanor Warrants 5 years.	30 Days	-	-	30 Days		
5	<b>WARRANTS &amp; WARRANT WORKSHEETS, ORIGINALS: (Felony Warrants, No Problems):</b>	C	-	-	C		C=Until original warrant is transferred to the Alaska Court System case file; or, after the information has been entered into APSIN, the Warrants database and officer's administrative need is met. [Kenai, Palmer & Nome do not have computer tracking.]  Felony Warrant Worksheets [12-339] are retained by the officer (chronologically) and provide backup to warrants served.
	(Felony Warrants, With Problems):	C+10	-	-	C+10		
	(Backup Data):  Kenai, Palmer & Nome Offices: Keep Original Felony Warrants 10 years.	30 Days	-	-	30 Days		
6	<b>PROCESS WORKSHEETS, ORIGINALS (Form 12-340):</b>	C	-	-	C		Computer report is generated.
	Nome Office: Keep originals until information is transferred to Control Card (Item 3).  Documents service or attempted service.	C	-	-	C		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<b>INDIVIDUAL PROCESS RECORD, ORIGINALS: (12-304):</b>  Nome Office: Keep originals 1 year.  Consists of officer logsheet documenting service; case number; type of writ; date received and date due; whether served, unserved, or recalled; and any miscellaneous information.  Arranged chronologically.	C	-	-	C		Computer report printed out daily.
		1	-	-	1		
8	<b>Juvenile Detention Orders:</b>  This records series documents juveniles ordered into detention (detention homes/facilities, juvenile correctional schools, treatment facilities, work camps, e.g.) by the Alaska Court System.  Arranged chronologically.	C			C		C=After the information has been entered into APSIN, the database, or administrative/management need is met.  Record Copy is located in the case file administered by the Alaska Court System.  Orders are held open until juvenile is arrested or order is recalled/quashed by the Court.
9	<b>Prisoner Transportation Records:</b>  This series includes recap sheets, radio and activity logs.  Arranged chronologically.	2			2		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p><b>Trust Account Records:</b></p> <p>This series documents trust accounts established for receipt and tracking of process funds. Includes: audit sheets [12-326]; receipts, fee transmittals, deposit slips, bank statements and cancelled checks.</p> <p>Arranged chronologically.</p>	C+6	-	-	C+6		C=Until the account is closed.
11	<p><b>Fugitive From Justice Files:</b></p> <p>Records series documents records of individuals either arrested in Alaska on a warrant from another jurisdiction or arrested in another jurisdiction on an Alaska warrant.</p>	5	-	-	5		C=After arrest and information has been entered into the database, and officer's administrative need is met.
12	<p><b>Records of Property Seizures (On Execution, Personal Property):</b></p> <p>(On Judicial Foreclosure &amp; Execution, Real Property):</p> <p>(On Attachment; Claim &amp; Delivery):</p> <p>Judicial sales of personal and real property to satisfy a judgment, order or decree of court.</p> <p>Arranged by court case number.</p>	C+3	-	-	C+3		C=After file is closed.
		C+25	-	-	C+25		C=After deed is issued.
		C+5	-	-	C+5		C=After property is seized.
							Record Copy is located in the case file administered by the Alaska Court System.

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**Retention Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
13	<p><b>Civil &amp; Criminal Process Files (No Problems):</b></p> <p>(With Problems):</p> <p>Copies.</p> <p>Arranged alphabetically by subject.</p>	C+2	-	-	C+2		C=Current year.
		C+5	-	-	C+5		C=Until problem is resolved. A "problem" service may occur when an officer makes an incorrect service, or the service requested is different than the actual service rendered.
14	<p><b>Civil &amp; Criminal Case Procedures:</b></p> <p>This series documents court and department directives, orders, or other procedural information.</p> <p>Arranged numerically.</p>	C+20	-	-	C+20		C=Until obsolete, superceded or administrative/management need is met.