



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 123000

Agency ID #: 641

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF PUBLIC SAFETY</p> <p>DIVISION OF ALASKA STATE TROOPERS</p> <p>ALASKA BUREAU OF ALCOHOL & DRUG ENFORCEMENT (ABADE)</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - 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 **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.

All records series may contain confidential material under AS 40.25.120 (6) or the Alaska Constitution, Article 1, Section 22. This is an entirely new records schedule.

Statutory/Regulatory Authority: Alaska Statutes: Title 11 (Criminal Law); Title 12 (Code of Criminal Procedure); Title 17, Chapter 30 (Controlled Substances); Title 18, Chapter 65 (Police Protection); Title 44, Chapter 41 (Department of Public Safety).

The Alaska Bureau of Alcohol & Drug Enforcement (ABADE) is based in Anchorage with statewide responsibilities and provides criminal investigative support and expertise for narcotics enforcement. ABADE retains highly trained and qualified investigative specialists and supporting resources capable of responding throughout the State to deal with the most complex, sensitive and sophisticated criminal issues affecting the State.

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	State Archivist	Date	Attorney General	Date
Colonel Julia Grimes, Director	<i>Ken Nail, Jr.</i>	8-1-06	<i>Craig J. Tillery</i>	8/22/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>Julia Grimes</i>	7-31-06	<i>D. Dawson</i>	7/20/06	<i>Ken J. ...</i>
				8/29/06

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Investigative Case Files:</p> <p>This series documents ABADE investigations and consists of the following: interview notes, copies of court documents, evidence, cataloging data, correspondence, Form 12-201's, etc.</p> <p>Arranged by case number.</p>	C+2	-	-	-		<p>C=Until case is closed. After two years entire case file/report is transferred to the Department of Public Safety, Records & Identification Section for microfilming.</p> <p>Some data is entered into APSIN.</p>
2	<p>Dispatch Cards/Log Books:</p> <p>This series documents original calls that the operation center receives and provides initial information regarding a case. This results in a case number being assigned.</p> <p>Arranged by case number.</p>	5	-	-	5		<p>Some data is entered into APSIN.</p>
3	<p>Investigative Photographs:</p> <p>This series consists of photographs taken relative to investigations (Item 1).</p> <p>Arranged by case number.</p>	100	-	-	100		<p>The photographs are not transferred with the Case Files (Item 1) to the Records & Identification Section.</p> <p>Justification for 100-year retention: Administrative need. Some unsolved cases remain open for decades.</p> <p>Annual accrual rate is approximately .25 cubic foot.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Audio Recordings:</p> <p>This series consists of audio tape/cd recordings taken relative to investigations (Item 1).</p> <p>Arranged by case number.</p>	10	-	-	10		Retain 10 years unless administrative need to retain longer.
5	<p>Undercover Records:</p> <p>This series consists of highly sensitive material relating to undercover informants, operatives and other restricted information generated and received by ABADE. Also includes buy funds undercover transaction receipts and photographs.</p> <p>Arranged alphabetically/numerically/date chronology.</p>	50	-	-	50		<p>Justification for 50-year retention: Administrative need. Some unsolved cases remain open for decades.</p> <p>Annual accrual rate is approximately 2 cubic feet.</p>
6	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>ABADE 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 Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>