



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: 574      Schedule No: 06-574.1**

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF BEHAVIORAL HEALTH

574 - ALASKA PSYCHIATRIC INSTITUTE - VOLUNTEER AND REHABILITATION SERVICES

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated, all record series are confidential under AS 40.25.120. This schedule supersedes #64421.

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
Ron Adler	*		7/18/12
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
Alan Birnbaum*	10/8/12	Scot Arehart*	8/16/12
State Archivist	Date	Records Analyst	Date
Dean Dawson*	8/20/12	Gordon E. Brown*	8/20/12

\* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Volunteer &amp; Senior Companion Files</b>                      This series consists of annual reviews/evaluations, copies of contracts, time sheets, applications and job descriptions relating to the volunteer program. Participant files may be used as future employment references.</p> <p>Arranged alphabetically by name.</p>	H & E	C+3		C = Until file or contract is closed.
<p><b>002 - Donation File</b>                      This series documents donor, dates and items donated to API. Includes correspondence and monthly status report.</p> <p>Arranged chronologically by month.</p>	H & E	CFY+2		
<p><b>003 - Patient Work Records</b>                      This series consists of sign-in sheets, evaluations, etc... May be used as employment history.</p> <p>Arranged alphabetically by name.</p>	H & E	C+6		C = Until patient is released.  Confidential under AS 40.25.120.
<p><b>004 - In-Patient Payroll Sheets</b>                      Copies.</p> <p>Arranged alphabetically by name.</p>	H	C+6		C = Until patient is released.  Confidential under AS 40.25.120.

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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