



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 581 Schedule No: 06-581.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 DIVISION OF BEHAVIORAL HEALTH

581 - ALASKA PSYCHIATRIC INSTITUTE - INFORMATION TECHNOLOGY 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 #64492.

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 Ron Adler	Signature of Division Director *	Date 7/30/12
Attorney General/Designee Alan Birnbaum*	Date 10/8/12	Commissioner of Administration/Designee Scot Arehart*
State Archivist Dean Dawson*	Date 8/28/12	Records Analyst Gordon E. Brown*

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Computer Access Request Forms This series consists of Request for Computer System Access form listing names, title, unit and description of services required.</p> <p>Arranged alphabetically by employee.</p>	E	C+2		C = Until termination of employment.
<p>002 - Infection Control Manual The manual describes standard operating policies and procedures for all staff.</p> <p>There is an alpha-numeric index.</p>	H	C+6		C = Until obsolete, superseded or administrative need is met.

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