

RECEIVED

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DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA
Attorney General's Office

Schedule Number: 60504

Agency ID #: 169

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF HEALTH & SOCIAL SERVICES</p> <p>DIVISION OF BEHAVIORAL HEALTH</p> <p>TREATMENT & RECOVERY SECTION</p>	<p>KEY</p> <p>A - After Audit Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>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 Retention Schedule, 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 noted all record series are nonconfidential. This records schedule supercedes #60503 (Division of Alcoholism & Drug Abuse).

Statutory/Regulatory Authority: AS 12.47; AS 47.30; AS 47.80.

The mission of the Division of Behavioral Health is to manage an integrated and comprehensive behavioral health system based on sound policy, effective practices and partnerships. The Division of Behavioral Health was established by combining the mental health portion of the Division of Mental Health and Developmental Disabilities, the Division of Alcoholism and Drug Abuse, and the Office of Fetal Alcohol Syndrome. The Treatment & Recovery section includes Mental Health, Substance Abuse, and Traumatic Brain Injury units.

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.

<p>Division Director</p> <p>Melissa Witzler-Stone</p>	<p>State Archivist</p> <p>D. Dawson</p>	<p>Date</p> <p>12/10/09</p>	<p>Attorney General</p> <p>Craig J. Tellez</p>	<p>Date</p> <p>11/2/09</p>	
<p>Signature of Division Director/Designee</p> <p>Melissa Witzler-Stone</p>	<p>Date</p>	<p>Records Analyst</p> <p>Christopher H. Hill</p>	<p>Date</p> <p>8-13-09</p>	<p>Commissioner of Administration</p> <p>K. J. Sarno</p>	<p>Date</p> <p>12/9/09</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<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>Treatment & Recovery staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed from the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Legal Issues/Hearing Files:</p> <p>Includes appeals on services or licenses for the Designated Evaluation and Stabilization/Treatment (DET) program, Recipient Support Services (RSS), Substance Abuse client Travel and assisted living homes that have been denied. Files may also include Incident reports involving client safety correspondence and resolution of the issue. If litigation occurs, copy of file is transferred to the Department of Law. The Division may maintain a reference copy until issue is settled.</p>	C+6	-	-	C+6		<p>C=Until issue is resolved.</p> <p>Confidential under 42 CFR; AS 47.05; AS 47.24; AS 47.30; AS 47.31; AS 47.37; 7 AAC 13; 7 AAC 71; 7 AAC 72; 7 AAC 78 and 7 AAC 81.</p> <p>Record copy is maintained by Central Office, Treatment & Recovery section.</p>
3	<p>Assistance Payment Files:</p> <p>Files document information necessary for billing and payment of client Designated Evaluation and Stabilization/Treatment (DET) program services, hospitalizations, mental health evaluations, escort and/or client travel, involuntary commitments, recipient support services, substance abuse client travel, rural human initiative, and adult residential care.</p>	7	-	-	7		<p>Justification For 7 Year Retention: Administrative Need.</p> <p>Confidential under 42 CFR; AS 47.05; AS 47.24; AS 47.30; AS 47.31; AS 47.37; 7 AAC 13; 7 AAC 71; 7 AAC 72; 7 AAC 78 and 7 AAC 81.</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>Alaska Medicaid Recipient and Provider Information:</p> <p>Necessary information is acquired through the Medicaid Information Management System (MMIS), Health Eligibility Information System (HEIS), Services Tracking, Analysis and Reporting System (STARS) and the Juneau Claims and Enrollment (JUCE) database. This information is used for assessing services needs, monitoring grantee service implementation and evaluation of service effectiveness. The information includes, but is not limited to: recipient personal information, provided information, diagnosis, procedures, dates of services and payment information.</p>	7	-	-	7		<p>Justification For 7 Year Retention: Administrative Need.</p> <p>Confidential under 42 CFR; AS 47.05; AS 47.24; AS 47.30; AS 47.31; AS 47.37; 7 AAC 13; 7 AAC 71; 7 AAC 72; 7 AAC 78 and 7 AAC 81.</p> <p>Systems administered by the Division of Health Care Services.</p>