



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 64432

Agency ID #: 575

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF BEHAVIORAL HEALTH ALASKA PSYCHIATRIC INSTITUTE PSYCHOLOGY DEPARTMENT & MEDICAL DIRECTOR	KEY			
	A	- After Audit	Numerals	- Years in Addition to current year
	CFY	- Current Fiscal Year	TO	- Term of Office
	CY	- Current Year	M	- After Microfilming
	P	- Permanent	C	- Current/or as defined

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.

Unless otherwise indicated, all record series are confidential per AS 40.25.120. This records schedule supercedes #64431. Some data from filesets listed on this schedule are input into the Health Information System (HIS).

Statutory Authority: AS 12.47 (Insanity & Competency to Stand Trial); AS 47.30 (Mental Health Policy); AS 18.20 (Hospital); AS 08.68 (Nursing); AS 08.64 (State Medical Board); AS 08.95 (Clinical Social Worker); AS 08.86 (Psychology); AS 18.70 (Fire Protection); AS 18.20 (Life Safety); AS 08.84 (Phys./Occ. Therapy).

Alaska Psychiatric Institute provides inpatient psychiatric care to individuals from all regions of the state. API serves adults and adolescents whose need for psychiatric services exceed the capacity of local service providers. API staff make special efforts to transition patients with serious, persistent mental illness into community settings. The array of services provided include comprehensive assessments, physical exams, therapy for individuals groups and/or families and medical adjustment, stabilization and treatment.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full 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 Ron Adler, CEO	State Archivist <i>Ken Nail, Jr.</i>	Date 10-13-05	Attorney General <i>[Signature]</i>	Date 9/21/05
Signature of Division Director <i>[Signature]</i>	Date 9/7/05	Records Analyst <i>D. Dawson</i>	Date 6/20/05	Commissioner of Administration <i>[Signature]</i>

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>PSYCHOLOGY DEPARTMENT Psychological Evaluations (Adults):</p> <p>(Minors):</p> <p>This series consists of raw psychological test data with attached report. Also includes raw protocol, verbatim protocol, audio tapes, carbonless form packs, etc. and is necessary for comparable tracking and repeated across time assessments.</p> <p>Arranged alphabetically.</p>	C+3	7		C+10		<p>C=Until patient is discharged.</p> <p>M=Age of majority, which under AS 25.20.010 is age 18. Retain minor files for age of majority plus 4 years; or, 10 years, whichever is longer.</p> <p>This information can be released only to authorized professional staff or via court order per AS 48.030.845.</p> <p>Retention Authority: AS 18.20.085 (Hospital Records Retention).</p>
2	<p>Psychiatric Service Office Practicum/Intern Students File:</p> <p>These records document student practicums or internships and are needed for reference whenever a person applies for state licensure. Indicates number of hours served; the exact nature of what was done, and how well; original contract; assessments; checklist; resume.</p>	C+50	-	-	C+50		<p>C=Until service with API is completed.</p> <p>Psychology Department is Office of Record.</p> <p>Annual accrual rate is less than two inches per year.</p>
3	<p>MEDICAL DIRECTOR Physician Recruitment Files:</p> <p>This series consists of applications, resumes and correspondence.</p>	1	-	-	1		<p>Confidential per AS 39.25.080.</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>Applications for Medical Staff Privileges:</p> <p>This series consists of a five page form, verifying training and experience. Staff are authorized to write prescriptions.</p> <p>Arranged alphabetically by staff member.</p>	C+5	-	-	C+5		<p>C=Until privilege no longer active.</p> <p>Nonconfidential.</p>
5	<p>Staff Credentials (State Employees):</p> <p>(Locum Tenens):</p> <p>This series consists of certification records including letters of recommendation, diplomas, transcripts, state licenses from the Division of Occupational Licensing and correspondence.</p> <p>Arranged alphabetically by name.</p>	C+5 C+2	- -	- -	C+5 C+2		<p>C=Until employee terminates.</p> <p>Some documents confidential per AS 39.25.080.</p> <p>"Locum Tenens" are substitute doctors (aka "rent-a-doc's").</p>
6	<p>Medical Staff Bylaws:</p> <p>This series consists of guidelines for the medical staff regarding the acceptance of patients, who staff will treat, for how long and what the medical director is required to do per the accreditation bodies.</p>	C	-	P	-		<p>C=Until administrative/management need is met.</p> <p>Nonconfidential.</p>

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence; policies and procedures; annual reports; legal opinions; and, the following types of files: reading; legislative, minutes/meeting; budget; accounting/fiscal; grant; procurement; personnel; agency history; training, etc.</p> <p>Psychology Department & Medical Director 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>