



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

RECORDS RETENTION SCHEDULE

Schedule Number: 64442

Agency ID #: 576

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DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF BEHAVIORAL HEALTH ALASKA PSYCHIATRIC INSTITUTE NURSING & PHARMACY DEPARTMENTS	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 #64441.

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.

Divison Director	State Archivist		Date	Attorney General	Date
Ron Adler, CEO	<i>[Signature]</i>		10-13-05		
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	9/7/05	<i>[Signature]</i>	6/20/05	<i>[Signature]</i>	10/11/05

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>NURSING DEPARTMENT Unit Schedules:</p> <p>Unit schedules are a master schedule of employees' work schedules for a seven week period prepared by the nursing supervisor. The log shows employees' work hours by each unit for the night, day and evening shifts.</p> <p>Arranged chronologically by day.</p>	3	-	-	3		The Unit Schedules are completed via DOS-based software entitled "Schedule Sculptor." New scheduling software (Res-Q) will be implemented in 2000 and will facilitate electronic archiving of the schedules.
2	<p>Daily Report:</p> <p>This series consists of the supervisor's worksheets listing units and staff assigned. Documents daily work performed and is utilized for analytical purposes.</p> <p>Arranged chronologically.</p>	1	-	-	1		
3	<p>Security Unit Logs:</p> <p>This series consists of a staff signature log documenting routine security checks at the end of each Security Unit shift. This insures that checks are completed properly and provides supervisors with a record of accountable staff at the time of a problem.</p> <p>Arranged chronologically.</p>	1	-	-	1		

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Patient Locator Sheets:</p> <p>Patient locator sheets indicate when patient checks were done and by whom, on every shift and in every unit. Consists of a series of check boxes marked off hourly and sometimes on the quarter hour, depending upon patient status.</p> <p>Arranged chronologically</p>	1	-	-	1		<p>Risk management or personnel investigations may require these sheets for verification purposes.</p>
5	<p>24 Hour Nursing Report of Patient Status: [Form 06-6033]</p> <p>Also known as the Nursing Office Report. These unit reports are delivered to the nursing supervisor at the end of each shift for analyses. The admission/discharge/transfer/pass movement on each unit is noted along with the listing of special status patients who may pose a suicide or escape risk.</p> <p>Arranged chronologically.</p>	1	-	-	1		<p>This information is documented in the patient's file (schedule #64470, Item 1) and patient movement is retained on the 24 Hour Admission/Discharge/Daily Census Sheets (schedule #64471, Item 6).</p>
6	<p>PHARMACY DEPARTMENT Drug Dispensing/Inventory Sheets [Form 06-8001] :</p> <p>This form lists the type of controlled substance dispensed and by/to whom; date issued; unit/vendor requesting; control number; quantity issued and received; and remaining quantity in stock.</p> <p>Arranged alphabetically by medicine name.</p>	5	-	-	5		<p>AS 08.80.300 requires a five year retention for this record series.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p>Narcotic Reports: [Form 06-8000]</p> <p>This form lists date, time, patient, unit, physician attending, dosage, nurse who administered and amount on hand.</p> <p>Arranged by control number.</p>	5	-	-	5		Confidential per AS 08.80.315.
8	<p>Prescriptions: [Form 06-8003]</p> <p>Lists doctor, name of patient and dosage.</p> <p>Arranged by prescription number.</p>	5	-	-	5		Confidential per 08.80.315.
9	<p>Pick List Report:</p> <p>This is a Health Information System report indicating medication that is placed in patient's drawer. Indicates what each unit requires and what is dispatched.</p> <p>Arranged chronologically.</p>	1 Mo.	-	-	1 Mo.		

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10	<p>Adverse Drug Reaction Report: [Form 06-14054]</p> <p>Documents the following reactions to drugs dispensed by the Pharmacy: unknown reactions; known reactions of a serious nature; death or carcinogenicity; drug and lab test interactions. Also references physical signs, symptoms, outcome and followup.</p> <p>Arranged chronologically.</p>	6	-	-	6		Office of Record is the Pharmacy Department.
11	<p>Recall Notices:</p> <p>Consists of recall notices, telegrams, correspondence from vendors and pharmaceutical companies regarding drugs that should not be dispensed.</p> <p>Arranged chronologically.</p>	6	-	-	6		Office of Record is the Pharmacy Department.
12	<p>Medication Error Report Form: [06-14058]</p> <p>Nurse fills out this form if a medication error is made. There is a narrative synopsis of occurrence with appropriate followup. The data is tabulated and a summary is forwarded to Risk Management.</p> <p>Arranged chronologically by month.</p>	6	-	-	6		Office of Record is the Pharmacy Department. Copy to Nursing.

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13	<p>Patient Stored Medications: [Form 06-14034]</p> <p>This is utilized when a patient brings medications into API. Documents number of containers, type of medicine, etc. which is returned to the patient when they leave.</p> <p>Arranged alphabetically by patient.</p>	C	-	-	C		C=Until patient no longer at API. Original in chart.
14	<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>Nursing & Pharmacy 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>