



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: 64452

Agency ID #: 577

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF HEALTH & SOCIAL SERVICES  
 DIVISION OF BEHAVIORAL HEALTH  
 ALASKA PSYCHIATRIC INSTITUTE  
 HOUSEKEEPING DEPARTMENT

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 under AS 40.25.120. This records schedule supercedes #64451 and does not include food services records, as these functions have been contracted out. Some data from records series 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).

The 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: Under 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 <b>Ron Adler, CEO</b>	State Archivist <i>Ken Nailor</i>	Date 12-4-06	Attorney General <i>Craig J. Talley</i>	Date 11/24/06
Signature of Division Director <i>Ron Adler</i>	Date 8/1/06	Records Analyst <i>D. Dawson</i>	Date 7/19/06	Commissioner of Administration <i>Ken G. Jensen</i>
				Date 12/3/06

DIVISION OF FINANCE

NOV 30 2006

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p><b>HOUSEKEEPING DEPARTMENT Linen Inventory:</b></p> <p>Performed annually by laundry staff.</p> <p>Arranged chronologically.</p>	1	-	-	1		
2	<p><b>Laundry Production:</b></p> <p>Monthly statement verifying production in poundage for blankets, towels, sheets, etc.</p> <p>Arranged chronologically.</p>	2	-	-	2		
3	<p><b>Cleanliness Inspections:</b></p> <p>This records series documents monthly inspections of the facility performed by the Housekeeping Supervisor. This hospital inspection report is arranged by areas of the facility and indicates tasks needing correction.</p> <p>Arranged chronologically.</p>	2	-	-	2		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Housekeeping 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 &amp; Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>