



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: 64462

Agency ID #: 578

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF BEHAVIORAL HEALTH ALASKA PSYCHIATRIC INSTITUTE</p> <p>PERSONNEL DEPARTMENT & BUSINESS OFFICE</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent 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 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 #64461. 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.

Divison Director Ron Adler, CEO	State Archivist 	Date 10-13-05	Attorney General 	Date 9/21/05	
Signature of Division Director x	Date 9/1/05	Records Analyst D. Dawson	Date 6/21/05	Commissioner of Administration 	Date 10/10/05

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>BUSINESS OFFICE Patient Financial Files:</p> <p>This series consists of account receivables, third party billings and financial backup. New file is opened for each admission.</p> <p>Arranged by patient name.</p>	C+2	5	-	C+7		<p>C=Until account is paid or written off.</p> <p>Confidential per AS 40.25.120. Restricted to Business Office staff.</p>
2	<p>Patient Trust Account Records:</p> <p>The patient trust account is established for monies patients bring into the Institute. This series consists of check copies, check registers, disbursement vouchers, deposit slips, trial balances, patient charges, receipts and cancelled checks.</p> <p>Ledger sheets are arranged alphabetically by name and checks numerically.</p>	C+7	-	-	C+7		<p>C=Until patient is discharged.</p> <p>Confidential per AS 40.25.120. Restricted to Business Office staff.</p> <p>Money left in the account for over a year after the patient is discharged is sent to the Department of Revenue, Unclaimed Property.</p>
3	<p>Depository Account Banking Files:</p> <p>This series includes cash receipts information, banking transmittals for the API depository account (currently with First National Bank) and cafeteria/snack shack account.</p> <p>Arranged numerically by type and thereunder by deposit date.</p>	7	-	-	7		<p>Patient names are confidential per AS 40.25.120. Restricted to Business Office staff.</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>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence; policies and procedures; annual reports; legal opinions; and, the following types of files: personnel; accounting/fiscal; reading; minutes/meeting; budget; grant; vendor; etc.</p> <p>Personnel & Business Office 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>