



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 64472

Agency ID #: 579

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DIVISION OF FINANCE  
OCT 24 2006

DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF BEHAVIORAL HEALTH ALASKA PSYCHIATRIC INSTITUTE  HEALTH INFORMATION MANAGEMENT SERVICES	<p style="text-align: center;"><b>KEY</b></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 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 #64471. 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: 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.

Division Director  <b>Ron Adler, CEO</b>	State Archivist  <i>Glenn Cook</i>	Date 11/13/08	Attorney General  <i>Craig J. Tibbety</i>	Date 10/13/08	
Signature of Division Director/Designees  <i>[Signature]</i>	Date 7-23-08	Records Analyst  <i>Christine [Signature]</i>	Date 6-30-08	Commissioner of Administration  <i>[Signature]</i>	Date 10/24/08

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>Patient Medical Records (Adults):</b></p> <p>(Minors):</p> <p>This series consists of health information accumulated during hospitalization. Also known as the "chart," the file is color coded into sections, including: Data Base, Medication Order, Consultations, Labs/X-rays, administrative forms, etc. Also includes psychological reports, treatment plans, progress notes, subpoenas and graphs.</p> <p>Arranged by terminal digit as of 7/10/05.</p>	C+5	5	-	C+10	X	<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 3 years; or, 10 years, whichever is longer.</p> <p>Confidential under AS 47.30.845; USC 42, Part II; AS 40.25.120.</p>
2	<p><b>Court Ordered Admissions &amp; Report of Contact:</b></p> <p>Patients who never are admitted (declined and no-show).</p> <p>Arranged alphabetically by name.</p>	1	-	-	1		<p>Confidential under AS 47.30.845; USC 42, Part II; AS 40.25.120.</p>
3	<p><b>Subpoenas (For Patients with no Medical Record Number):</b></p> <p>Subpoenas for medical records. Medical records are not released per a subpoena; a court order is always required. Sometimes the subpoena is sent back to whomever issued it.</p> <p>Filed alphabetically by name.</p>	C	-	-	C		<p>C=Until obsolete, superceded or business need is concluded.</p> <p>Subpoenas for patients with a Medical Record number are kept permanently in the chart (Item 1).</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><b>Incomplete Chart Listings:</b></p> <p>This series consists of a listing of deficiencies by description of closed records. This is an internal mechanism to obtain complete charts, pursuant to the certification process.</p> <p>Arranged alphabetically by subject.</p>	1	-	-	1		Restricted to Medical Records and Clinical staff.
5	<p><b>Surveys &amp; Questionnaires:</b></p> <p>From the National Institute for Mental Health (NIMH) and American Hospital Association. Not related to accreditation.</p> <p>Arranged alphabetically by subject.</p>	1	-	-	1		
6	<p><b>24 Hour Admission/Discharge Daily Census Sheets:</b></p> <p>Statistical recap of patients and their movements among the units. This form is a tool of communication from the units to the Nurse Supervisor and occasionally is used in risk management and personnel investigations.</p> <p>Arranged numerically.</p>	2	3	-	5		<p>Confidential under AS 40.25.120.</p> <p>Admission and disposition records are maintained electronically on MUMPS, a Veteran's Administration public domain software package. Restricted to Medical Records, Administrative and Clinical staff.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Master Patient Card Index:</b></p> <p>This is a master file of all patients listing admission and discharge data.</p> <p>Arranged alphabetically by name.</p>	P	-	-	-		<p>This index is also maintained electronically on the Health Information System (HIS). Restricted to Medical Records and Clinical staff.</p>
8	<p><b>Reports of Contact:</b></p> <p>This series consists of documentation of interactions with outside agencies/persons regarding previous, current and future clients.</p> <p>Arranged alphabetically by name.</p>	C+1	-	-	C+1		<p>C=Until no further contact.</p> <p>Confidential under AS 40.25.120 and can only be released to authorized clinical staff.</p>
9	<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>Health Information Management 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 on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>