



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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STATE OF ALASKA  
**RECORDS RETENTION SCHEDULE**

Schedule Number: 64482  
 Agency ID #: 580  
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DIVISION OF FINANCE  
 OCT 24 2008

DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF BEHAVIORAL HEALTH ALASKA PSYCHIATRIC INSTITUTE  MAINTENANCE & SUPPLY DEPARTMENTS	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in addition to current year</p> <p><b>GFY</b> - Current Fiscal Year</p> <p><b>CY</b> - Current Year      <b>TO</b> - Term of Office</p> <p><b>P</b> - Permanent      <b>S/M</b> - After Scanning/ Microfilming</p> <p><b>C</b> - 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 noted all record series are nonconfidential. This records schedule supercedes #64481.

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 exceeds 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	State Archivist	Date	Attorney General	Date
Ron Adler, CEO	<i>Glenn Cook</i>	11/4/08	<i>Craig Tilley</i>	10/13/08
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>RAD</i>	<i>Christina H. G.</i>	6-10-08	<i>K. Jensen</i>	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>MAINTENANCE DEPARTMENT Facility Construction Files:</b></p> <p>As-built drawings, blueprints and construction documents.</p>	C+4	-	-	C+4	X	<p>C=Until the state no longer has an interest in the property.</p> <p>Refer also to the General Administrative Records Retention Schedule 100.2, Item 55 (Property Land &amp; Buildings)</p>
2	<p><b>Specification Books:</b></p> <p>Original construction books (circa 1960) for API.</p>	C+4	-	-	C+4		<p>C=Until the state no longer has an interest in the property.</p> <p>Refer also to the General Administrative Records Retention Schedule 100.2, Item 55 (Property Land &amp; Buildings)</p>
3	<p><b>Daily Boiler Log:</b></p> <p>Boiler gauges are read once a day and logged by the mechanic. Includes pressure and temperature readings for the feed water pump online; gasoline, natural gas and propane meter readings; city water pressure and shift notes.</p> <p>Arranged chronologically.</p>	3	-	-	3		

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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>Equipment Maintenance Records:</b></p> <p>This series consists of maintenance/preventative maintenance records and inspection reports for all API equipment. Performed monthly or annually. Documents what work has been done, by whom, when, costs, etc., including the following: automatic sprinkler system, kitchen equipment, portable fire extinguishers and recreational equipment. Also includes fire alarm tests, boiler inspection reports and Prevention Maintenance Logs.</p>	C+4	-	-	C+4		<p>C=For the life of the equipment.</p> <p>Data from the tests, reports and logs is entered into the Maximo Maintenance Management System, a proprietary software application administered by DH&amp;SS Facilities Section.</p> <p>Office of Record for boiler inspection reports is the Department of Labor, Division of Labor Standards &amp; Safety.</p> <p>Refer also to the General Administrative Records Retention Schedule 100.2, Item 52 (Equipment Records).</p>
5	<p><b>Driver License Check:</b></p> <p>Driver license data for all staff.</p> <p>Arranged alphabetically by name.</p>	3	-	-	3		
6	<p><b>Fire Drill &amp; Fire Reports:</b> [Forms 06-5087; 06-6021]</p> <p>Monthly drills and reports by API maintenance personnel.</p> <p>Arranged chronologically.</p>	3	-	-	3		<p>Refer also to the General Administrative Records Retention Schedule 100.2, Item 82 (Disaster Preparedness Drills).</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>Mechanical Room Check:</b></p> <p>Pressure readings, temperatures and positions on the pumps, gauges and sensors are read once a day and logged by the mechanic.</p> <p>Arranged chronologically.</p>	3	-	-	3		
8	<p><b>Work Requests:</b></p> <p>Maintenance work requests for all work performed. Includes requestor, date, department, location, problem, assignment of requests and remarks.</p> <p>Arranged chronologically.</p>	3	-	-	3		
9	<p><b>Preventative Maintenance Checklist:</b></p> <p>Equipment checklists for switches, gauges, light bulbs, door hardware, gaskets, laundry and dishwashing equipment, etc.</p> <p>Arranged alphabetically by type.</p>	3	-	-	3		Retain for 3 years for JCAHO accreditation surveys.

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p><b>SUPPLY DEPARTMENT Requests for Supplies:</b></p> <p>Original in-house requests for stocked supplies, clothing, health and comfort items. Includes requestor, identification numbers, descriptions, quantities and approvals.</p> <p>Arrangement by Department.</p>	3	-	-	3		Retain for 3 years for JCAHO accreditation surveys.
11	<p><b>Property Records:</b></p> <p>Includes surplus property records, property receipts and annual property inventory records. Records of equipment costing over \$1000 are accounted on the State property management system, Department of Administration, Division of General Services.</p> <p>Arranged by State property number.</p>	3/A	-	-	3/A		<p>Retain for 3 years or until audit is completed, whichever comes first.</p> <p>Office of Record is the Division of General Services. Copies located in the Division of Administrative Services, Purchasing Section.</p> <p>Refer also to the General Administrative Records Retention Schedule 100.2, Item 54 (Property Control Records).</p>
12	<p><b>Equipment Inventories:</b></p> <p>Inventory sheets for various equipment including: vacuums, buffing machines, washing machines, all equipment that has a State identification number, those under warranty, etc.</p> <p>Arranged chronologically.</p>	3	-	-	3		Refer also to the General Administrative Records Retention Schedule 100.2, Item 52 (Equipment Records).

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
13	<p><b>Vehicle Mileage Log:</b></p> <p>Usage log. Indicates time out/time in and mileage.</p> <p>Arranged chronologically.</p>	3	-	-	3		Refer also to the General Administrative Records Retention Schedule 100.2, Item 63 (Automotive Management).
14	<p><b>Federal Commodity Records:</b></p> <p>This series consists of records related to food items received through the United States Food &amp; Drug Administration (USFDA.) Includes USFDA agreement, commodities description, receipts and correspondence. Reports are submitted every six months.</p> <p>Arranged chronologically.</p>	3	-	-	3		Office of Record is Department of Education, Child Nutrition Services Unit. Copy is forwarded to Business Office.
15	<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>Maintenance &amp; Supply 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>