



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: 64492

Agency ID #: 581

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF BEHAVIORAL HEALTH ALASKA PSYCHIATRIC INSTITUTE</p> <p>INFORMATION TECHNOLOGY SERVICES, INFECTION CONTROL & PERFORMANCE IMPROVEMENT</p>	<p style="text-align: center;">KEY</p> <p>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</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.

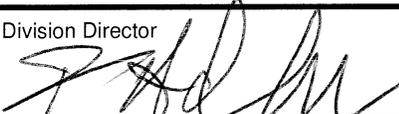
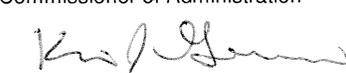
Unless otherwise indicated, all record series are confidential per AS 40.25.120. This records schedule supercedes #64491. Some data from filesets listed on this schedule are input into the Health Information System (HIS).

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 9/27/05	
Signature of Division Director 	Date 9/27/05	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>INFORMATION TECHNOLOGY SERVICES Computer Access Request Forms:</p> <p>This series consists of Request for Computer System Access form listing names, title, unit and description of services required.</p> <p>Arranged alphabetically by employee.</p>	C+2	-	-	C+2		C=Employee termination.
2	<p>Computer System Documentation File:</p> <p>Documentation file may include: program/system documentation, application software licenses/agreements, data systems/file specifications, codebooks, file layouts, user guides, usage/inventory reports, output specifications, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the API's Internet site.</p>	C	-	-	C	X	<p>C=Until documentation is obsolete, superceded or administrative/management need is met.</p> <p>IT staff retain non-email server tapes for 5 years and e-mail server tapes for 12 weeks. Tapes are retained and rotated according to internal operating procedures.</p>
3	<p>INFECTION CONTROL Employee Health Files (Exposed):</p> <p>E-HMS Respond (Electronic):</p> <p>Immunizations, vaccines, worker's compensation forms, screens or tests done (tetanus, hepatitis, HIV, TB, rubella, eg.)</p> <p>Files for employees that have been exposed to blood or body fluids are flagged with a red tag. Arranged alphabetically by name.</p>	C+30 C	- -	- -	C+30 C	X	<p>C=Until employee terminates. Thirty year retention required by JCAHO, 8 AAC 61.17 & 29 CFR Part 1910.1030. Confidential per AS 39.25.080.</p> <p>C=Until obsolete, superceded or administrative need is met. Non-exposed employee medical records are retained for one year after employee termination, per the General Administrative Records Retention Schedule, Item 108.</p> <p>Copies sent to the Departmental Safety & Risk Officer.</p>

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Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Asbestos Workers' Physicals:</p> <p>Every maintenance department employee is trained in asbestos removal procedures. Includes health records and annual physicals.</p> <p>Arranged alphabetically by name.</p>	C+30	-	-	C+30		<p>C=Until employee terminates. Thirty year retention required by JCAHO, 8 AAC 61.17 & 29 CFR Part 1910.1030. JCAHO: Joint Commission on Accreditation of Healthcare Organizations.</p> <p>Copies sent to the Departmental Safety & Risk Officer.</p>
5	<p>Infection Control Manual (Original):</p> <p>The manual describes standard operating policies and procedures for all staff.</p> <p>There is an alpha-numeric index.</p>	C+6	-	-	C+6		<p>C=Until obsolete, superceded or administrative/management need is met.</p>
6	<p>PERFORMANCE IMPROVEMENT Project Files:</p> <p>Consists of project files the unit is working on regarding topics such as closed circuit television, Transition 2000, Orientation Ad Hoc Committee. Also includes consultant reports.</p> <p>Arranged alphabetically by topic.</p>	C+4	-	-	C+4		<p>C=Until project completed.</p>

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7	<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; etc.</p> <p>Information Technology Services, Infection Control and Performance Improvement 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>