



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

JUL 28 2009

Schedule Number: 65305

Agency ID #: 168

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF HEALTH & SOCIAL SERVICES</p> <p>DIVISION OF BEHAVIORAL HEALTH</p> <p>PREVENTION & EARLY INTERVENTION</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</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 Retention Schedule, 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 confidential under 42 USC 4582, CFR Part 2 (1975). This records schedule supercedes #65304.

Statutory/Regulatory Authority: AS 47.30.470-500 (Mental Health); AS 47.37 & 7 AAC 29 (Uniform Alcoholism & Intoxication Treatment Act); AS 28.35.030 (Miscellaneous Provisions); 7 AAC 78 (Grant Programs).

Prevention & Early Intervention's mission is to develop a clear, coordinated and comprehensive approach to promotion of healthy individuals, prevention of behavioral health problems, and earlier intervention when a problem is recognized. Programs in this section include Suicide Prevention, Substance Abuse Prevention, Fetal Alcohol Spectrum Disorders, Resiliency and Youth Development, Alcohol Safety Action Program, Tobacco enforcement and vendor/youth education, Alcohol and Drug Information Schools, and Early Mental Health Promotion.

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
Melissa Witzler-Stone	<i>D. Dawson</i>	8/17/09	<i>Craig Tilley</i>	7/22/09
Signature of Division Director/Designee	Date	Records Analyst	Commissioner of Administration	Date
<i>Melissa Witzler-Stone</i>	4/24/09	<i>Christopher J. Hill</i>	<i>King Jones</i>	8/13/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Client Files (Original):</p> <p>(Master Microfilm):</p> <p>(Workcopy Microfilm):</p> <p>Records series consists of court judgments, referral slips, testing records used to determine appropriate treatment, release forms, assignment to treatment forms, correspondence and reports from the treatment agency.</p>	C	-	-	M	X	<p>C=Until microfilmed. Original records may be disposed after the film is certified "true and correct." Anchorage is the only office that microfilms its client files. Workcopy microfilm is distributed to the Anchorage and Juneau Division of Behavioral Health offices.</p> <p>Some information is input into the Client Tracking System, which tracks assignments that an alcohol offender must complete as part of his court sentence. This system also creates financial records for each court case including invoices, receipts and balance statements.</p>
2	<p>Field Office Client Files:</p> <p>This series is normally maintained by the grantee treatment agency (provider); however, in the case of business failure or cessation of treatment programs, the files may be transferred to Prevention & Early Intervention for retention.</p> <p>Arranged alphabetically by defunct agency.</p>	C+10	-	-	C+10		<p>C=Until the client completes program.</p> <p>Refer to Item 1.</p>
3	<p>Client Treatment Choice Sheets:</p> <p>This series documents the client's choice of treatment options and notification of treatment agencies and charges.</p> <p>Arranged chronologically.</p>	1	-	-	1		

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Tobacco Compliance Investigation Records (Original & Electronic):</p> <p>Includes Premises Inspections, Enforcement Compliance Investigations and Synar Compliance Investigations. Records consist of court judgments, citations, correspondence and reports.</p>	C+7	-	-	C+7		<p>C=Until case is closed.</p> <p>Certain data is entered into the enforcement database.</p>
5	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Prevention & Early Intervention 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>