



DEPARTMENT OF EDUCATION
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 141 Willoughby Avenue
 Juneau, AK 99801-1720
 465-2276/2317; [Voice]; 465-2465 [Fax]

STATE OF ALASKA

Schedule Number: 60302

Agency ID #: 176

RECORDS RETENTION SCHEDULE

Page 1 of 3

DIVISION OF FINANCE

<p>DEPARTMENT OF HEALTH & SOCIAL SERVICES OFFICE OF THE COMMISSIONER</p>	<p>98 OCT 33 PM 3:44 KEY A - After Audit Numerals - Years in Addition to current year CFY - Current Fiscal Year TO - Term of Office C - Current Year M - After Microfilming P - Permanent C - Current/or as defined</p>
---	---

The Agency will follow retention periods of records listed in the State of Alaska General Administrative Records Schedule #100; therefore those records have not been repeated on this schedule.

Unless otherwise noted all records are retained on **Calendar** year basis.

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise noted all record series are confidential.

Statutory Authority: AS 18.05; AS 47.05.

The Office of the Commissioner advises and represents the Governor of Alaska on health and social services issues, and provides executive leadership in fulfilling the Governor's goals. The Office defines and clarifies policy, has final review authority of Department programs, provides a unified focus for management direction and program coordination among Divisions, and represents the Department in addressing private providers, federal delegations, and the Legislature.

This records schedule supercedes #060301.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Division Director Karen Perdue, Commissioner	State Archivist 	Date 12/17/98	Attorney General 	Date 10/23/98	
Signature of Division Director 	Date 10-20-98	Records Analyst Debra Dawson	Date 5/28/98	Commissioner of Administration Debra J. Bump	Date 11/10/98

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

60302

Page 2

Agency ID

176

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence; policies and procedures; annual reports; legal opinions; and the following types of files: reading, minutes/meeting, budget, accounting/fiscal, grant, procurement, personnel agency history, etc.</p> <p>Office of the Commissioner staff will follow retention periods as listed in the General Administrative Records Retention Schedule.</p>						<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p> <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 is accessible/downloadable via the Archives & Records Management homepage.</p>
2	<p>Administrative Hearing Case Files:</p> <p>Files include correspondence between agency and complainant, investigator's notes, minutes and notes from meetings including recordings, decisions, appeals, and findings of fact. Arranged by case number.</p>	C+3	-	-	C+3		<p>C=Until final decision is rendered and case is closed.</p> <p>Confidential.</p>
3	<p>Litigation Case Files:</p> <p>Informational copies of cases that have been forwarded to Department of Law for litigation.</p>	C	-	-	C		<p>C=Until case is settled.</p> <p>Confidential.</p> <p>Office of Record is the Department of Law.</p>

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER 60302 Agency ID 176	Page 3
--	--	---------------

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	Special Project Files: Information, correspondence, and reports on special projects, committees, and/or task force groups.	C+5		P	-		C=Until obsolete, superceded or administrative/management need is met. Unless identified by the Commissioner as significant, historical cases, files transferred to the State Archives will be sampled.