



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 66702

Agency ID #: 89

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF HEALTH & SOCIAL SERVICES

ALASKA MENTAL HEALTH BOARD

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

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 records series are nonconfidential. This records schedule supercedes #66701.

Statutory Authority: AS 47.30.661 - 666.

The Alaska Mental Health Board (AMHB) is the state planning and coordinating agency and advocate for clients of the state mental health program and beneficiaries of the Alaska Mental Health Trust under federal and state laws. The AMHB also assists the state and the Alaska Mental Health Trust Authority in developing an integrated Comprehensive Mental Health Program.

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
Kate Burkhart, Executive Director	<i>Glen Cook</i>		10/22/08	<i>Craig Telley</i>	9/24/08
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Kate Burkhart</i>	9/18/08	<i>Christopher L. Hild</i>	9-17-08	<i>Kevin J. Brown</i>	10/10/08

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>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>Alaska Mental Health Board 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>