



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Archives/Records & Information Management Service
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Schedule No: 65202

Agency I.D: 192

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RECORDS RETENTION SCHEDULE

RETENTION KEY

FORMAT KEY

DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF FINANCE & MANAGEMENT SERVICES FACILITIES & PLANNING	A - Audit	PA - Permanent (Transfer to State Archives)	H - Hardcopy
	C - Cut-off date/event	PO - Permanent (Retain in Office)	E - Electronic
	CY - Current Year	TO - Term of Office	D - Database
	CFY - Current Fiscal Year	Bus. Ess. - Business Essential Record	S - Scanned
			M - Microform

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRS), unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a Fiscal year basis.

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

Unless otherwise indicated, all records series are non-confidential. This records schedule supersedes #65201.

Statutory/Regulatory Authority: AS 18.07; AS 18.20; AS 18.25; AS 18.26; AS 36.30; AS 37.05-.10; 7 AAC 07; 7 AAC 09; 7 AAC 12; 7 AAC 13.

The Facilities & Planning Section is responsible for facilities management, planning and oversight of multi-agency activities for the Department. This includes managing all deferred maintenance, renovation and repair, and major capital construction projects. The section also manages nearly all of the Department's capital grants, including named recipient grants and competitive grants for a variety of programs.

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, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director	State Archivist		Date	Attorney General	Date
NANCY ROLFZEN	D. Dawson		9/2/11	Alan Bly	8/5/11
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Nancy Rolfzen</i>	9-1-11	<i>[Signature]</i>	9/1/11	<i>[Signature]</i> DOF DIRECTOR	8/24/11

Records Retention Schedule Continuation				Agency I.D: 192		Schedule No: 65202		Page 2 of 4	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks	
				Office	Records Center	Total Retention			
1	1	<p>Grant Files</p> <p>This series consists of copies of notification of grant award, agreement, special conditions, fiscal reports; correspondence related to grant monitoring, close-out documents, audit reports and recorded security agreements. Includes reports prepared by grantee documenting status, progress, or compliance with grant agreement. Information is maintained in MS Access Grant database.</p> <p>Arranged by grant number.</p>	H & D	C+5	15	C+20	X	<p>C = Until federal audit is completed or grant closeout, whichever is later.</p> <p>Justification for "C+20" year retention: Administrative/Legal Need.</p>	
2	2	<p>Certificate of Need Files</p> <p>This series documents a regulatory activity resulting in approval or denial of a Certificate of Need allowing a health facility to complete a project relating to increases and decreases of health services or changes in the physical structure of a facility. Includes letters of intent, applications with supporting documentation, reviews and evaluations, public hearing records, copy of the decision and findings, and correspondence. Relates to changes in health services and/or changes in the physical structure of a facility.</p>	H	10	10	20	X	<p>The Certificate of Need program no longer falls under the responsibility of the Faculties Section. Archived files will continue to be kept according to this schedule.</p> <p>Justification for "C+20" year retention: Administrative/Legal Need.</p> <p>Authority: AS 18.07.031; 7 AAC 07.</p> <p>If case goes to administrative hearing, refer to Commissioner's Office records schedule #60303,</p>	

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3	3	<p>Construction Project Files</p> <p>Plans, specifications, design, correspondence, budget, etc., for project and construction licensing.</p>	H	C+10	10	C+20	X	<p>C = Until project is completed.</p> <p>Justification for "C+20" year retention: Administrative/Legal Need.</p> <p>Construction As-Builts will be retained for the life of the buildings. Ownership resides with the State.</p>	
5	4	<p>Capital Funding Allocation Plan</p> <p>This series consists of correspondence, division request, meeting minutes, and draft/final plan. Information is maintained in a MS Access database.</p> <p>Arranged by fiscal year.</p>	H & D	C	-	C		C = Until obsolete, superseded or business need is concluded.	
8	5	<p>Health Facilities Inventory Project</p> <p>The HFIP consists of information on acute, specialized and long-term health facilities in Alaska, and; various facility and patient data. Information is maintained in a MS Access database</p>	H & D	C	-	C		C = Until obsolete, superseded or business need is concluded.	
9	6	<p>State Health Plan</p> <p>The State Health Plan consists of a general description of health care in Alaska, including goals for the future.</p>	H	C	-	C		C = Until obsolete, superseded or business need is concluded.	

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10	7	<p>Database Directory</p> <p>This directory lists databases maintained within the Department by Division and Section. Includes short descriptions of purpose, type of storage and retrieval system, reports or publications generated and a contact person for further information for each database.</p>	D	C	-	C		C = Until obsolete, superseded or business need is concluded.
11	8	<p>Comprehensive Integrated Mental Health Plan (CIMHP)</p> <p>This series includes the results and indicators identified, discussed, and developed data strategies that are recommended then published. The electronic version is maintained in MS 97 SR-2 for administrative purposes (response to inquiries, meeting materials, ad hoc reports, etc).</p> <p>The current plan is available online at the Department of H&SS under publications.</p>	H & E	2	-	PA	X	<p>CIMHP required according to AS 47.30.660.</p> <p>Final published hard copy distributed to: Governor's Council on Special Education & Developmental Disabilities; Mental Health Board; Alcoholism & Drug Abuse Board; Council on Aging; all DH&SS Divisions; and, the Alaska Mental Health Trust Authority.</p>