



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

STATE OF ALASKA

Schedule Number: 67800

Agency ID #: 64

RECORDS RETENTION SCHEDULE

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APR 27 2004

DEPARTMENT OF HEALTH & SOCIAL SERVICES  
 DIVISION OF ALASKA LONGEVITY PROGRAMS  
 PIONEERS' HOMES

KEY			
<b>A</b>	-	After Audit	<b>Numerals</b> - Years in Addition to current year
<b>CFY</b>	-	Current Fiscal Year	<b>TO</b> - Term of Office
<b>CY</b>	-	Current Year	<b>M</b> - After Microfilming
<b>P</b>	-	Permanent	<b>C</b> - Current/or as defined

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1 thru 4, 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 confidential per AS 40.25.120(3). This records schedule covers the Central Office and six Pioneers' Homes and supercedes #23402.

Statutory/Regulatory Authority: AS 44.21, 2 AAC 41, AS 47.55.

The Division of Alaska Longevity Programs administers six Pioneers' Homes that provide residential, assisted living, and nursing care for seniors 65 and over who have resided in the State for at least one year. The Central Office is located in Juneau and there are Pioneers' Homes in the following cities: Juneau, Anchorage, Fairbanks, Palmer, Ketchikan and Sitka.

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.

Division Director <i>John Vowell</i>	State Archivist <i>H. Nail J.</i>	Date 4-27-04	Attorney General <i>[Signature]</i>	Date 4/24/04
Signature of Division Director <i>Virginia Souley</i>	Date 4-19-04	Records Analyst <i>D. Dawson</i>	Commissioner of Administration <i>[Signature]</i>	Date 4/28/04

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER 67800**

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**Agency ID 64**

**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p><b>GENERAL ADMINISTRATIVE RECORDS</b></p> <p>These series include such topics as general administrative correspondence, regulation files, meeting and hearing files, contract files, budgets, fiscal records, travel, vendor files, employment applications, personnel files, etc.</p> <p>Pioneers' Homes staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>All duplicate copies maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed from the Archives &amp; Records homepage.</p>
2	<p><b>Resident Administrative Files:</b></p> <p>This series consists of resident application and may include: correspondence, power of attorney, living will, medical information and physical examination statement.</p> <p>Arranged alphabetically by resident name.</p>	C+6	-	-	C+6	X	<p>C=Until resident is no longer at the home.</p> <p>Data from this fileset is entered into the Accu-Med Computer System. The Accu-Med provides a complete medical history of residents including: food requirements, drug interactions, physician's orders and allergies.</p>
3	<p><b>Resident Medical Record (aka Chart):</b></p> <p>This series consists of medication sheets, dietary consent forms, rehabilitation therapy notes, court documents, nursing assessment records and other resident documentation.</p> <p>Arranged alphabetically by resident.</p>	C+6	-	-	C+6	X	<p>C=Until resident is no longer at the home.</p> <p>Information from all disciplines will be entered into the Accu-Med.</p>

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<b>Resident Trust Account Records:</b>  Worksheets, statements, checks and deposit slips.  Arranged alphabetically by resident.	C+6	-	-	C+6		C=Until resident is no longer at the home.
5	<b>Monthly Recreational Activity Schedule:</b>  This series consists of a daily activity schedule for residents including social, physical and religious events. A calendar is supplemental to the schedule.  Arranged chronologically.	1	-	-	1		
6	<b>Volunteer List:</b>  Listing of current and available group/individual volunteers.  Arranged alphabetically.	C	-	-	C		C=Until administrative need is met.

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>Social Services Case Files:</b></p> <p>This series consists of resident files containing copies of assessments, power of attorney, financial information, authorization letters.</p> <p>Arranged alphabetically by surname.</p>	C+6	-	-	C+6		<p>C=Until resident is no longer at the home.</p> <p>Social Services uses this as a reference file. All originals are located in the Chart (See Item 3).</p>
8	<p><b>Assisted Living File:</b></p> <p>This includes an assisted living plan and assisted living contract for each resident.</p> <p>Arranged alphabetically by resident name.</p>	C+1	-	-	C+1		<p>C=Until resident is no longer at the home.</p>
9	<p><b>STATE EQUIPMENT RECORDS (Delivery Order, Correspondence, General Maintenance Records):</b></p> <p>STATE EQUIPMENT RECORDS (Warranty Information, Instruction/Operating Manuals, Repair/Maintenance History, etc.):</p> <p>JUSTIFICATION FOR RETENTION: Most torts carry a two year statute of limitations; some have three. The Department of Law doesn't always get brought into a case immediately upon expiration of the statute of limitations. Retaining warranty data, manuals and repair/maintenance history records for the life of the equipment plus four years will protect the State in 99% of its cases.</p>	3	-	-	3		<p>Retain Preventative Maintenance records three years.</p> <p>C=For the life of the equipment.</p> <p>Office of Record for vehicle documentation is the Statewide Equipment Fleet.</p>
		C+4	-	-	C+4		

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p><b>Property Control Files:</b></p> <p>Agency copies of controlled property management reports, property tag register, excess property reports, property transfer documents, vehicle reports and correspondence.</p>	3/A	-	-	3/A		<p>Maintain reports on any federally funded property until audit is completed.</p> <p>Office of Record is Division of General Services.</p>

11	<p><b>Computer System Documentation File:</b></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 Pioneer's Home Internet site.</p>	C	-	-	C		<p>C=Until documentation is obsolete, superceded or administrative need is met.</p>
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