



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 195      Schedule No: 06-195.1**

DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
 DIVISION OF PUBLIC HEALTH  
 195 - OFFICE OF THE STATE MEDICAL EXAMINER

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

Unless otherwise indicated, all records series are confidential. This schedule supersedes #65802.

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.

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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
	*		-
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	8/5/11	*	8/24/11
State Archivist	Date	Records Analyst	Date
*	2/13/12	*	2/13/12

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Medical Examiner Case Files</b>                      This record series consists of the medical examiner's case files documenting death investigations undertaken pursuant to AS 12.65.025 that includes but not limited to: medicolegal death investigator's narrative, laboratory test results, autopsy reports, copies of hospital, nursing home, ambulance, or police homicide records used as reference materials for medical examiner investigations. Subpoenas, death certificates, correspondence, finger/palm prints/ body diagrams, chain of custody.</p>	H	PRC	Y	<p>PRC = Permanent retention in a records center.</p> <p>Copies of hospital, nursing home, ambulance, or police homicide records are used as reference materials for medical examiner investigations. These records, or portions of them, are used as factual foundations in concert with autopsy findings in the formation of cause-of-death opinions.</p> <p>This agency is the Office of Record for the Medical Examiner's investigative reports, which are confidential under AS 12.65.020 (9)(b).</p> <p>Indefinite retention is recommended by the College of American Pathologists (CAP).</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p><b>Retention Key</b></p> <p>A = Until Audit                      C = Cut-off event/date                      CY = Current Year                      CFY = Current Fiscal Year                      PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)                      S = Until Scanned                      T = Transfer                      TO = Term of Office</p>	<p><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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