



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 Division of Libraries, Archives & Museums
 Archives/Records & Information Management Service
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STATE OF ALASKA

Schedule No: 62606

Agency I.D: 209

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RECORDS RETENTION SCHEDULE

RETENTION KEY

FORMAT KEY

DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF PUBLIC HEALTH LABORATORIES	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 noted all records series are confidential under AS 40.25.120. This records schedule supersedes #62605.

Statutory/Regulatory Authority: AS 18.15.120-138; AS 18.60.475-545; AS 44.29.020; 7 AAC 12.810; 7 AAC 27; 7 AAC 80; 18 AAC 80.

The goals of Laboratory Services are: to protect and improve the health of Alaskans; to provide analytical services for the diagnosis and control of communicable diseases and toxicants so that the detrimental effects of these agents can be reduced or eliminated; to improve the quality of all public laboratory services throughout the State by the provision of clinical assistance, and; to reduce the exposure of Alaskans to unnecessary and possibly harmful radioactivity.

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
Ward B. Hurlburt	D. Dawson		4/4/12	A. A. Bly	2/24/12
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
	4/2/12		4/4/12		3/19/12

Records Retention Schedule Continuation			Agency I.D: 209		Schedule No: 62606		Page 2 of 3	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
1		Original Lab Tests						42 CFR 493.1105(a)(1)
	1A	Requisitions/Patient Results	H & E	CY+2	-	CY+2		42 CFR 493.1105(a)(6)
	1B	Newborn Metabolic Screening Cards	H	5	-	5		Paper documentation: Records Room/Individual Departments
	1C	Forensic/Toxicology Records This series consists of the original request for lab work with results. Arranged by date received and accessioning (LIMS) number with exception of Forensic Toxicology results and Newborn Metabolic Screening Cards.	H & E	PO	-	PO	X	Electronic copies in LIMS to be retained permanently. Tests are performed at Oregon State Public Health Lab (OSPHL). Cards are stored for 1 year at OSPHL then sent back to ASPHL, where they are stored for an additional 4 years plus current.
2	2	Results from Reference Laboratories This series consists of lab test results for samples submitted to the Center for Disease Control and other reference laboratories. Attached to the original test requisitions & results.	H	CY+2	-	CY+2		

Records Retention Schedule Continuation			Agency I.D: 209		Schedule No: 62606		Page 3 of 3	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
-	3A	Quality Assessment Records Analytic System Records	H	C+2	-	C+2		C = Date of assessment. 42 CFR 493.1105(a)(5)
	3B	Proficiency Test Records	H	C+5	-	C+5		42 CFR 493.1105(a)(3) 42 CFR 493.1105(a)(4)
-	4	Test Procedures This series includes: Test procedures Bench Aids Templates for logs Include dates of initial use and discontinuance of procedure.	H	C+2	-	C+2		C = Until procedure is discontinued. 42 CFR 493.1105(a)(2)
-	5	Method Evaluation/Verification This series includes: Raw Data Instrument printouts Reports Any other data related to the validation of the method.	H	C+2	-	C+2		C = Duration of method. 42 CFR 493.1105(a)(3)(i)
4	6	Request for Supply/Test Kits This series includes all requests for supplies sent out by the ASPHL.	H	1	-	1		