



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: 63903

Agency ID #: 204

RECORDS RETENTION SCHEDULE

Page 1 of 2

DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF PUBLIC HEALTH DIRECTOR'S OFFICE	KEY			
	A	- After Audit	Numerals	- Years in Addition to current year
	CFY	- Current Fiscal Year	TO	- Term of Office
	CY	- Current Year	M	- After Microfilming
	P	- Permanent	C	- 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, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

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

Unless otherwise noted all records series are nonconfidential.

Statutory/Regulatory Authority: AS 18.05.010-070; AS 44.29.020; 7 AAC 78.010-320.

The mission of the Division of Public Health is to use the best available scientific knowledge to set public health policy and ensure provision of services which guarantee the health of all Alaskans, so that they can live full lives with optimum well being.

The Director's Office provides overall divisional management that includes financial administration, budget development, centralized grant and contract administration, and supply procurement. As part of the management function, staff are also involved in policy development, legislative liaison activities, health service planning and development.

This records schedule supercedes #063902.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Division Director Peter Nakamura, MD, MPH	State Archivist 	Date 1/5/01	Attorney General 	Date 12/15/00
Signature of Division Director 	Date 12/6/2000	Records Analyst D. Dawson	Date 12/4/00	Commissioner of Administration
				Date 12/27/00

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

63903

Page 2

Agency ID

204

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>GENERAL ADMINISTRATIVE FILES</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc. Arranged per a numerical filing system.</p> <p>Director's Office staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives & Records homepage.</p>
2	<p>Special Projects:</p> <p>Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc. Examples of special projects include: Adolescent Health Plan, Child Health Initiative & Plan, Alaska Health Plan, Health Care Reform, Medicaid Long Term Care, Smart Start, Suicide Prevention, etc.</p> <p>Arranged numerically per filing plan.</p>	C+3	-	P	-		<p>C=Until project is completed.</p> <p>Records transferred to the state archives may be sampled, unless transferring authority recommends otherwise.</p> <p>Annual accrual rate is approximately two cubic feet.</p>

00070-27 P1 2:08
 DIVISION OF PUBLIC AFFAIRS