



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: 65802

Agency I.D: 195

Page 1 of 2

## RECORDS RETENTION SCHEDULE

### RETENTION KEY

A - Audit  
 C - Cut-off date/event  
 CY - Current Year  
 CFY - Current Fiscal Year  
 PA - Permanent (Transfer to State Archives)  
 PO - Permanent (Retain in Office)  
 TO - Term of Office  
 Bus. Ess. - Business Essential Record

### FORMAT KEY

H - Hardcopy  
 E - Electronic  
 D - Database  
 S - Scanned  
 M - Microform

DEPARTMENT OF HEALTH & SOCIAL SERVICES		A - Audit		PA - Permanent (Transfer to State Archives)		H - Hardcopy	
DIVISION OF PUBLIC HEALTH		C - Cut-off date/event		PO - Permanent (Retain in Office)		E - Electronic	
OFFICE OF THE STATE MEDICAL EXAMINER		CY - Current Year		TO - Term of Office		D - Database	
		CFY - Current Fiscal Year		Bus. Ess. - Business Essential Record		S - Scanned	
		Year				M - Microform	
<p>The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule, unless those records have been listed on this schedule.</p> <p>Unless otherwise noted, all records series are retained on a Calendar year basis.</p> <p>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.</p> <p>Unless otherwise indicated, all records series are confidential. This records schedule supersedes #65801.</p> <p>Statutory/Regulatory Authority: AS 12.65.005 - AS 12.65.140 (Duty to Notify the State Medical Examiner)</p> <p>The purpose of the Office of the State Medical Examiner (OSME) is to bring trained medical evaluation to the investigation of deaths that are of concern to the public health, safety, and welfare of the State of Alaska. The OSME investigates sudden, violent, unexpected, and suspicious deaths that occur in the state. In addition to determining the cause and manner of death, the OSME works to provide accurate identification of decedents under their jurisdiction, and to notify the next-of-kin.</p> <p>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.</p> <p>Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.</p>							
Typed name of Division Director		State Archivist		Date		Attorney General	
Ward B. Hurlbert, M.D., MPH Chief Medical Officer		<i>D. Dawson</i>		2/13/12		<i>Alan B...</i>	
Signature of Division Director/Designee		Date		Records Analyst		Date	
<i>[Signature]</i>		2/13/12		<i>[Signature]</i>		8/5/11	
				Commissioner of Administration		Date	
				<i>[Signature]</i> DOF DIRECTOR		8/24/11	

RIMS11/002

Records Retention Schedule Continuation			Agency I.D: 195		Schedule No: 65802		Page 2 of 2	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
1	1	<p><b>Medical Examiner Case Files</b></p> <p>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	CY+5	PRC	PRC	X	<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>