



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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 Archives and Records Management Services  
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STATE OF ALASKA

Schedule Number: 66002

Agency ID #: 217

RECORDS RETENTION SCHEDULE

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<p><b>DEPARTMENT OF HEALTH &amp; SOCIAL SERVICES</b></p> <p><b>DIVISION OF PUBLIC HEALTH</b></p> <p><b>BUREAU OF VITAL STATISTICS</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - Current/or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, 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 nonconfidential. Statutory Authority: AS 18.50.010-990 (Vital Statistics Act).

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed 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.

The Bureau of Vital Statistics registers all vital events for the State. The Bureau: provides complete registration of all births, deaths, marriages, divorces and adoptions for residents and, when appropriate, visitors to Alaska; ensures that all facts and information entered on records of vital events are accurate; and, provides policy makers, planners and health professionals accurate, timely data and analysis of the health status of the population.

This records schedule supercedes schedule #66001. LOCAL RECORDING DISTRICT records series are included in item numbers 18 through 25. The reference to "Office" in the "Retention" column in items 18 through 25 means the local recording district office. The "State Archives" means the Alaska State Archives in Juneau. Destruction of confidential records must be by shredding or incineration.

**Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.**

Divison Director	State Archivist	Date	Attorney General	Date
<b>Phillip Mitchell, Bureau Chief</b>	<i>Ken Nail, Jr.</i>	7/16/07	<i>Craig J. Talley</i>	6/25/07
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>Phillip Mitchell</i>	<i>D Dawson</i>	6-18-2007	<i>Ken Nelson</i>	6/29/07

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>BIRTH RECORDS</b> <b>Birth Certificates:</b></p> <p>Certificates of live and delayed births.</p> <p>Arranged in annual volumes by Recording District, and then by certificate number through 1988; arranged in annual volumes by certificate number 1989 - current.</p>	P	-	-	-	X	<p>Birth records are confidential for 100 years under AS 18.50.310(f).</p> <p>Delayed births are included at the end of annual birth volumes.</p> <p>Refer to Item 20 for LOCAL RECORDING DISTRICT Birth Records.</p>
2	<p><b>BIRTH RECORDS</b> <b>Birth Index &amp; Delayed Birth Index:</b></p> <p>Index to birth and delayed birth records.</p> <p>Arranged alphabetically by child name.</p>	P	-	-	-	X	<p>Birth records are confidential for 100 years under AS 18.50.310(f).</p> <p>The birth index includes all birth records prior to 1989. Birth records after April 1, 1989 are accessed via the Vital Statistics Database (refer to Item 33).</p> <p>Refer to Item 20 for LOCAL RECORDING DISTRICT Birth Records.</p>
3	<p><b>BIRTH RECORDS</b> <b>Delayed Birth Case Files:</b></p> <p>This series documents registrations which were recorded at some time subsequent to the birth. Includes: applications for registration, correspondence, Vital Records Section research documents, family histories and fee payment.</p> <p>Arranged by case file number.</p>	P	-	-	-	X	<p>Birth records are confidential for 100 years under AS 18.50.310(f). Applications are kept in suspense until a certificate is issued, or the applicant's death is confirmed.</p> <p>Delayed birth certificates are administered permanently because it is becoming more common for persons to attempt to illegally establish identity through the delayed birth process.</p> <p>Refer to Item 20 for LOCAL RECORDING DISTRICT Birth Records.</p>

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		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>BIRTH RECORDS</b>  <b>Substitute Birth Certificates Index:</b></p> <p>Index to birth certificates of adopted children, circa 1950 - 1977.</p> <p>Arranged alphabetically by adoptive name.</p>	P	-	-	-	X	<p>Birth records are confidential for 100 years under AS 18.50.310(f).</p> <p>This records series has been superceded by the Vital Statistics Database (see Item 33), but the index is used to locate older records.</p> <p>Refer to Item 20 for LOCAL RECORDING DISTRICT Birth Records.</p>
5	<p><b>BIRTH RECORDS</b>  <b>Affidavits of Paternity &amp; Supporting Documentation:</b></p> <p>Series includes: sworn statements of Paternity, requests for substitute birth certificate, correspondence, receipts for filing payments, staff notes, and other supporting documentation for issuing substitute birth certificates.</p> <p>Arranged by case file number.</p>	P	-	-	-	X	<p>This records series is sealed under AS 18.50.220(a)(1&amp;2) and AS 18.50.500.</p>
6	<p><b>ADOPTION RECORDS</b>  <b>Adoption Case Files:</b></p> <p>This series consists of adoption records transmitted by local courts to the State Registrar and includes: Report of Adoption, correspondence, requests for substitute birth certificate, receipts, and requests for contact between adoptees/birth parents.</p> <p>Arranged by case number.</p>	P	-	-	-	X	<p>This records series is sealed under AS 18.50.220(a)(1&amp;2) and AS 18.50.500.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>ADOPTION RECORDS</b>  <b>Reports of Adoptions (Out of State Births):</b></p> <p>This series consists of Reports of Adoption for children born outside Alaska. The BVS transmits the original form with court seal to the vital statistics agency in the appropriate state.</p> <p>Arranged by case number.</p>	P	-	-	-	X	This records series is sealed under AS 18.50.220(a)(1&2) and AS 18.50.500.
8	<p><b>ADOPTION RECORDS</b>  <b>Corrected Certificate Case Files:</b></p> <p>This series documents corrected certificates relating to Adoptions, Legitimations and Paternity. Consists of: correspondence relating to the update of birth records including supporting documents, receipts for registration, and corrections services.</p> <p>Arranged alphabetically by child name.</p>	P	-	-	-	X	This records series is sealed under AS 18.50.220(a)(1&2) and AS 18.50.500.
9	<p><b>MARRIAGE RECORDS</b>  <b>Marriage Certificates:</b></p> <p>Arranged in annual volumes by Recording District and then by certificate number.</p>	P	-	-	-	X	<p>Marriage records are confidential for 50 years under AS 18.50.310(f).</p> <p>Refer to Items 21 - 23 for LOCAL RECORDING DISTRICT Marriage Records.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p><b>MARRIAGE RECORDS</b>  <b>Marriage Index:</b></p> <p>Includes all marriage records from 1884 to current.</p> <p>Arranged alphabetically by name of bride and groom.</p>	P	-	-	-	X	<p>Marriage records are confidential for 50 years under AS 18.50.310(f).</p> <p>This records series has been superceded by the Vital Statistics Database (Item 34), but the index is used to locate older records.</p>
11	<p><b>DIVORCE RECORDS</b>  <b>Reports of Divorce:</b></p> <p>This report serves as the Certificate of Divorce and is transmitted to BVS by the local courts.</p> <p>Arranged annually by Judicial District, and then by case number.</p>	P	-	-	-	X	<p>Divorce records are confidential for 50 years under AS 18.50.310(f).</p> <p>Refer to Item 21 for LOCAL RECORDING DISTRICT Divorce Records.</p>
12	<p><b>DIVORCE RECORDS</b>  <b>Divorce Index:</b></p> <p>Includes all divorces from 1951 to current.</p> <p>Arranged alphabetically by name of husband.</p>	P	-	-	-	X	<p>Divorce records are confidential for 50 years under AS 18.50.310(f).</p> <p>This index has been superceded by the Vital Statistics Database (Item 34), but the index is used to locate older records.</p> <p>Refer to Item 21 for LOCAL RECORDING DISTRICT Divorce Records.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
13	<p><b>DEATH RECORDS</b> <b>Fetal Death Certificates:</b></p> <p>Bound in annual volumes by Recording District and then by certificate number.</p> <p>These certificates are not indexed.</p>	P	-	-	-	X	<p>Death records are confidential for 50 years under AS 18.50.310(f).</p> <p>Refer to Item 21 for LOCAL RECORDING DISTRICT Death Records.</p>
14	<p><b>DEATH RECORDS</b> <b>Death Certificates:</b></p> <p>Arranged in annual volumes by Recording District and then by certificate number.</p>	P	-	-	-	X	<p>Death records are confidential for 50 years under AS 18.50.310(f).</p> <p>Refer to Item 21 for LOCAL RECORDING DISTRICT Death Records.</p>
15	<p><b>DEATH RECORDS</b> <b>Death Index:</b></p> <p>Includes all deaths 1929 - 1988.</p> <p>Arranged alphabetically by name.</p>	P	-	-	-	X	<p>Death records are confidential for 50 years under AS 18.50.310(f).</p> <p>This index has been superceded by the Vital Statistics Database (Item 34), but the index is used to locate older records.</p> <p>Refer to Item 21 for LOCAL RECORDING DISTRICT Death Records.</p>

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
16	<p><b>Verification/Certification Requests:</b></p> <p>This series consists of correspondence requesting certified vital records.</p> <p>Arranged by event (birth, delayed birth, fetal death, marriage, divorce, death), and then by date of event.</p>	5	-	-	5	X	<p>This records series is confidential under AS 18.50.310(f).</p> <p>These records may be needed for investigation purposes (fraudulent request for vital records).</p>
17	<p><b>Marriage License Dockets:</b></p> <p>This series consists of marriage license applications. Includes: names of parties, biographical data and information about previous marriages.</p> <p>Arranged chronologically and then alphabetically by names of parties.</p>	10	-	P	-		<p>Marriage License Dockets are public records under AS 25.05.191 &amp; 7 AAC 05.610.</p> <p>The affidavit and petition for waiver of physical examination and laboratory test, and any hearings thereon, shall not be open to the public and must be kept confidential under 7 AAC 05.610.</p> <p>Refer to Item 22 for LOCAL RECORDING DISTRICT Marriage License Dockets.</p>
18	<p><b>LOCAL RECORDING DISTRICT Verification/Certification Requests:</b></p> <p>This series consists of Verification/Certification Requests maintained by the registrars of the Local Recording Districts. Consists of correspondence requesting certified vital records.</p> <p>Arranged by event (birth, delayed birth, fetal death, marriage, divorce, death), and then by date of event.</p>	P	-	-	-	X	<p>This records series is confidential under AS 18.50.310(f).</p> <p>These records may be needed for investigation purposes (fraudulent request for vital records).</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
19	<p><b>CERTIFICATES [Birth/Delayed Birth, Marriage, Divorce, Death, Fetal Death/Still Birth] Microfilm Masters:</b></p> <p>Includes births and delayed births 1874 to date; marriages 1884 to date; divorces 1951 to date; deaths 1929 to date; fetal deaths/still births, 1949 to date.</p> <p>Arranged by type, and then by certificate number.</p>	C	-	P	-	X	<p>C=Until microfilmed.</p> <p>Two masters are microfilmed monthly. The BVS transfers one master to the State Archives and one to the National Center for Health Statistics.</p> <p>This records series is confidential under AS 18.50.220(a)(1&amp;2), AS 18.50.310(f) &amp; AS 18.50.500.</p>
20	<p><b>LOCAL RECORDING DISTRICT Birth &amp; Delayed Birth Recorder's Copies:</b></p> <p>Pre-1959 Recorder's Copies:</p> <p>Post-1959 Recorder's Copies:</p> <p>Arranged in chronological volumes, and then alphabetically by name.</p>	-	-	P	-	X	<p>Birth records are confidential for 100 years under AS 18.50.310(f).</p> <p>LOCAL RECORDING DISTRICTS may transfer pre-1959 recorder's copies directly to the State Archives.</p>
21	<p><b>LOCAL RECORDING DISTRICT Marriage, Divorce &amp; Death Recorder's Copies:</b></p> <p>Pre-1959 Recorder's Copies:</p> <p>Post-1959 Recorder's Copies:</p> <p>Arranged in chronological volumes, and then alphabetically by name.</p>	-	-	P	-	X	<p>Marriage and death records are confidential for 50 years under AS 18.50.310(f).</p> <p>LOCAL RECORDING DISTRICTS may transfer pre-1959 recorder's copies directly to the State Archives.</p>

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
22	<p><b>LOCAL RECORDING DISTRICT Marriage License Dockets:</b></p> <p>This series consists of marriage license applications maintained by the registrars of the Local Recording Districts. Includes: names of parties, biographical data and information about previous marriages.</p> <p>Arranged chronologically and then alphabetically by names of parties.</p>	10	-	P	-		<p>Marriage License Dockets are public records under AS 25.05.191 &amp; 7 AAC 05.610.</p> <p>The affidavit and petition for waiver of physical examination and laboratory test, and any hearings thereon, shall not be open to the public and must be kept confidential under 7 AAC 05.610.</p>
23	<p><b>LOCAL RECORDING DISTRICT Court Appointed Marriage Commissioner Records:</b></p> <p>Consists of the local court original of judicial appointments (both permanent and one day appointments) for marriage commissioners. Includes: appointee name, statement of appointment, date of record and judge's signature.</p>	1	-	-	1		Refer to Item 33 for Vital Statistics original records.
24	<p><b>LOCAL RECORDING DISTRICT Certificate Transmittals [Form No. 606]:</b></p> <p>Copies of monthly lists of certificates forwarded to State Registrar for births, adoptions, marriages, divorces and deaths. Includes: name, certificate number and date of birth.</p> <p>Arranged by Recording District number.</p>	2	-	-	2		

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		Office	Records Center	State Archives	Destroy	Vital Record	
25	<p><b>LOCAL RECORDING DISTRICT Burial Transit Permits (Stub Only):</b></p> <p>This series is maintained by the registrars of the Local Recording Districts to document transfer of a body for removal, autopsy, cremation or burial.</p> <p>Arranged chronologically.</p>	1	-	-	1		
26	<p><b>Corrected Certificate Case Files (Nonadoptions):</b></p> <p>This series consists of correspondence relating to corrected vital records data. May include: copies of affidavits, medical records, certificates for which correction was requested, and other supporting documents.</p> <p>Arranged chronologically by year that change was requested.</p>	10	-	P	-	X	This records series is confidential under AS 18.50.310(f).
27	<p><b>Fraudulent Case Files:</b></p> <p>Consists of requests for new certificates, or a change in the existing certificate, due to a fraudulent original certificate. Includes correspondence and supporting documents.</p> <p>Arranged alphabetically by client.</p>	10	-	-	10		This records series is confidential under AS 18.50.310(f).

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
28	<p><b>Invalid, Duplicate &amp; Unregistered Certificates:</b></p> <p>This series documents cases in which the BVS declined to register an event due to incorrect or challenged data. Includes correspondence, supporting documents and copies of invalid certificates.</p> <p>Arranged by reason records are invalid. (Also called missing numbers).</p>	10	-	-	10		This records series is confidential under AS 18.50.310(f).
29	<p><b>Legal Name Change Support Files:</b></p> <p>Under AS 18.50.290 &amp; 7 AAC 05.900 this series documents Change of Name. Includes: reports of Change of Name (certified copy of court order forwarded by Court), supporting material (used by the BVS to correct certificates) and, reports for individuals born in Alaska/out-of-state.</p> <p>Arranged chronologically by the individual's new name.</p>	10	-	P	-	X	
30	<p><b>Federal Contract Files:</b></p> <p>This series consists of contracts with federal agencies to provide information and copies of documents for which the federal government reimburses the BVS. Includes: contracts with the NCHS to provide statistical data and the Consumer Product Safety Commission to provide copies of death certificates when a commercial product was involved in the death, billing documents, and correspondence.</p> <p>Arranged alphabetically by name.</p>	C+3	-	-	C+3		<p>C=Until contract is terminated.</p> <p>NCHS: National Center for Health Statistics</p> <p>Under AS 09.10.053 Statute of Limitations for contract cases is 3 years.</p>

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		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
31	<p><b>Out-of-State Births &amp; Deaths Case Files:</b></p> <p>This series documents reciprocal exchange of certificates with other states when: 1) a child is born in another state to Alaska residents; 2) a child is born in Alaska to nonresidents; 3) an Alaska resident dies while in another state; 4) a nonresident dies while in Alaska. Includes copies of certificates sent/received and transcripts of nonresident exchanges made.</p> <p>Arranged chronologically.</p>	C+2	-	-	C+2		<p>C=Until statistics are published in the Vital Statistics Annual Report.</p> <p>This records series is confidential under AS 18.50.310(f).</p> <p>Original certificates are filed in Birth &amp; Death Files.</p>
32	<p><b>Foreign Born Certificates:</b></p> <p>This series documents children born outside the United States that were adopted by Alaska residents. The Certificate serves as a Record of Birth and Report of Adoption and includes: child name, birthplace, names of adoptive parents, and a statement that this is not a naturalization record.</p>	100	-	P	-	X	<p>This records series is sealed under AS 18.50.220 (a)(1&amp;2) and AS 18.50.500.</p>
33	<p><b>Court Appointed Marriage Commissioner Records (Original):</b></p> <p>This series consists of the State Registrar's copy of judicial appointments (both permanent and one day appointments) for those individuals that in accordance with AS 25.05.081 may perform marriages. Includes: appointee name, statement of appointment, date of record and judge's signature.</p> <p>Unarranged.</p>	3	-	-	3		<p>Refer to Item 23 for Local Recording District copy.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
34	<p><b>Vital Statistics Database:</b></p> <p>These vital statistics are captured: births, deaths, marriages, divorces, adoptions, fetal deaths. When cause of death can be established, it is listed. This database is used for statistical analysis and for issuing certified documents (certificates) of vital events.</p>	C	-	-	C		<p>C= Until information is obsolete, superceded or administrative/management need is met. Retention must comply with authorized records retention requirements under AS 40.21 (Management &amp; Preservation of Public Records) and 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>Confidential under AS 18.50.310(f).</p>
35	<p><b>Index to Vital Statistics:</b></p> <p>This paper index was printed from the Vital Statistics Database (Item 34) on an irregular basis until August 1, 1989.</p> <p>Arranged alphabetically by name.</p>	C	-	-	C		<p>C=Until superceded, obsolete or administrative/management need is met.</p> <p>This index is confidential under AS 18.50.310(f).</p>
36	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Bureau of Vital Statistics 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 accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>