



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 67201

Agency ID #: 558

Page 1 of 2

DEPARTMENT OF HEALTH & SOCIAL SERVICES

DIVISION OF PUBLIC HEALTH

INJURY PREVENTION

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, 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.

All records are nonconfidential except as may be noted in the General Schedule. This records schedule supercedes #67200.

Statutory Authority: AS 8.64.369; AS 11.81.430; AS 12.55.155; AS 18.08; AS 18.15.250; AS 25.20.025; AS 47.17.020; AS 47.24.010; AS 47.24.110; 7 AAC 16.010-.090; 7 AAC 26.010-999.

The goal of the Injury Prevention Program is to provide services to reduce both the human suffering and economic loss to society resulting from premature death and disability due to injuries and assure access to community-based emergency medical services and preventive health services.

NOTE: 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 below are approved for retention and disposition as indicated.

Division Director (Acting)	State Archivist	Date	Attorney General	Date
Deborah L. Erickson	Glenn Cook	10/5/09	Craig J. Talley	9/16/09
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
Jill Keady for Deborah Erickson	Chris Hill	7-9-09	Ken J. ...	9/25/09

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 67201

Page 2

Agency ID 558

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Injury Prevention staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</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>
2	<p>Program Grant Files:</p> <p>The series consists of grants (federal, local communities, and grants to other state agencies), contracts, RSA's and associated correspondence for Injury Prevention.</p> <p>Arranged alphabetically by name of recipient agency or community.</p>	C+6	-	-	C+6		<p>C=Until grant funds expended, contract terminated and all other business needs concluded.</p> <p>Refer also to the General Administrative Records Retention Schedule Items 40-44.</p>