



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 61103

Agency ID #: 188

RECORDS RETENTION SCHEDULE

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DIVISION OF FINANCE

AUG 12 2009

DEPARTMENT OF HEALTH & SOCIAL SERVICES

DIVISION OF BEHAVIORAL HEALTH

POLICY & PLANNING SECTIONS

KEY

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

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.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #61102. Some records previously listed under this schedule are now found on schedule #67600, Division of Senior & Disabilities Services.

Statutory/ Regulatory Authority: AS 44.29.020; AS 47; 7 AAC 71; 7 AAC 72; 7 AAC 78

The mission of the Division of Behavioral Health is to manage an integrated and comprehensive behavioral health system based on sound policy, effective practices and partnerships. The Program Integrity Unit was created to ensure that public funds earmarked for treatment of Alaskans suffering from mental illness and/or substance use disorders receive effective treatment services. The Policy and Planning Section undertakes broad analytical studies and provides recommendations and alternative courses of action focusing on regional and functional issues related to identifying gaps in policy, and initiating policy planning and formulation.

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 Melissa Witzler-Stone	State Archivist D. Dawson for	Date 8/17/09	Attorney General Craig J. Tilley	Date 8/17/09
Signature of Division Director/Designee Melissa Witzler-Stone	Date 8-23-09	Records Analyst Christopher L. Hill	Commissioner of Administration Kurt J. Gunn	Date 8/23/09

RECORDS RETENTION SCHEDULE CONTINUATION

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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>Central Office and Policy & Planning 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>Alaska Automated Information Management System (AKAIMS):</p> <p>The Alaska automated Information Management System (AKAIMS) is an evolving, web-based application and database that serves dual purposes as a management information system (MIS) and clinical documentation tool. As a MIS tool, the system allows the Division to meet current and emerging State and Federal reporting requirements. As a clinical documentation tool, AKAIMS provides an agency the ability to create a full Electronic Medical Record (ERM) compliant with HIPAA and 42-CFR Part II standards. Continued in remarks section.</p>	P	-	-	-		<p>AKAIMS assess patients, administers facilities, manages waitlists and collects outcome measurement data in real-time via a secure, web based framework.</p> <p>Retention is to meet administrative need.</p> <p>Record Copy is maintained by Central Office. Duplicate files in Regional Offices may be destroyed as soon as administrative need is met but should not be retained longer than 7 years.</p>