



RECORDS RETENTION SCHEDULE

<p>DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT</p> <p>DIVISION OF VOCATIONAL REHABILITATION</p> <p>REGIONAL OFFICES STATEWIDE APPLICATION</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - 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 **State Fis.** 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.

DIVISION OF FINANCE
SEP 12 2006

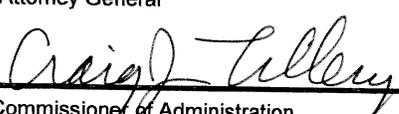
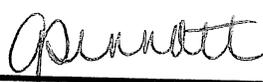
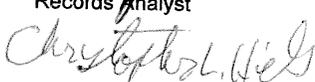
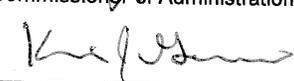
All program records series are confidential per AS 23.15.190 and 4 AAC 54.510 - 550. Common records referenced on the General Schedule are nonconfidential except as may be noted on the General Schedule. This records schedule supercedes #73700. Regional Offices include: Southeast, Northern, Muldoon, Bragaw and Anch/Kodiak.

Statutory/Regulatory Authority: The Rehabilitation Act of 1973, as amended; PL 93-112, as amended by 102-569; Title IV, Workforce Investment Act; AS 23.15, Article 1; 8 AAC Chapter 98; Administrative order #129; 34 CFR Part 361; Americans with Disabilities Act of 1990.

The mission of the Division of Vocational Rehabilitation is to assist individuals with disabilities to obtain and maintain employment.

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.

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 Gale Sinnott	State Archivist 		Date 6-15-06	Attorney General 	Date 9/1/06
Signature of Division Director 	Date 7-10-06	Records Analyst 	Date 6-29-06	Commissioner of Administration 	Date 9/12/06

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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>Regional Offices' 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 from the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Records of Service:</p> <p>This series consists of the following: Application for Rehabilitation Services; Authorization for Case Services; Authorization for Release of Personal Information; Case Services Report; Community Based Medical Form; correspondence; counseling case notes; individualized written rehabilitation program sheets; invoices, medical, psychiatric and psychological records; property agreements; rehabilitation financial summary; review sheets; and testing material.</p> <p>Arranged alphabetically by client within year of closure.</p>	C+3	-	-	C+3		C=After completion of services.