



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

Schedule Number: 45102

Agency ID #: 608

RECORDS RETENTION SCHEDULE

Page 1 of 2

<p>DEPARTMENT OF REVENUE</p> <p>ALASKA MENTAL HEALTH TRUST AUTHORITY</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</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>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 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.

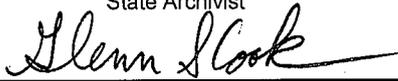
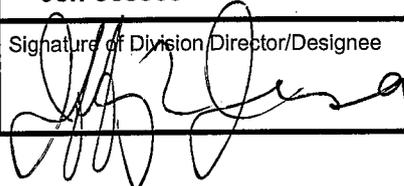
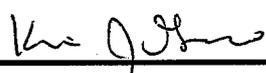
Unless otherwise indicated all records series are nonconfidential. This records schedule supercedes #45101.

Statutory/Regulatory Authority: AS 37.14 (Public Finance, Trust Funds); AS 47.30 (Mental Health); 20 AAC 40 (Mental Health Trust Authority); AS 47.62 (Long Term Care Ombudsman); PL 109-365 (Older Americans Act, Chapter 2, Section 712).

The Alaska Mental Health Trust Authority (AMHTA) was created as part of the settlement of the Weiss v. State litigation. The mission of the AMHTA is to administer the Mental Health Lands Trust as a perpetual trust and to ensure a comprehensive and integrated mental health program to improve the lives of beneficiaries. The seven Trustees oversee the management of Trust assets by the Department of Natural Resources, the Alaska Permanent Fund Corporation and the Department of Revenue.

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 Jeff Jessee	State Archivist 	Date 4/14/09	Attorney General 	Date 3/20/09	
Signature of Division Director/Designee 	Date 	Records Analyst 	Date 2/27/09	Commissioner of Administration 	Date 4/10/09

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER	45102	Page 2
	Agency ID	608	

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>The AMHTA 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>Long Term Care Ombudsman Case Files:</p> <p>The Long Term Care Ombudsman investigates and resolves complaints which adversely affect an older Alaskan's health, safety, welfare or rights; and, investigates abuse within a facility providing residential or nursing care for senior citizens. This series may include complaints received, investigative reports, and correspondence.</p> <p>Arranged alphabetically by facility name and then alphabetically by resident name.</p>	C+6	-	-	C+6	X	<p>C=Until case is closed.</p> <p>Confidential under AS 47.62.030. Records are not disclosable to anyone without legal consent of the resident or court order.</p> <p>Total volume is approximately 36 cubic feet.</p>