



DEPARTMENT OF EDUCATION
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STATE OF ALASKA

Schedule Number: 201101

Agency ID #: 435

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF CORRECTIONS</p> <p>OFFICE OF THE COMMISSIONER</p> <p>CENTRAL CLASSIFICATION</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit CFY - Current Fiscal Year CY - Current Year P - Permanent</p> <p>Numerals - Years in Addition to current year TO - Term in Office M - After Microfilming C - Current/or as defined</p>
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The Agency will follow retention periods of records listed in the State of Alaska General Administrative Records Schedule #100; therefore those records have not been repeated on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records have potential permanent legal and historical value and may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

All records are nonconfidential except as may be noted in the General Schedule. All prisoner and criminal justice records are confidential under provisions of AS 12.62.030, AS 12.62.035, 22 MC 05.090(c), and 22 MC 05.095.
 Statutory Authority: AS 33; 22 MC 05; AS 18; AS 47; Executive Order #55; AS 11; AS44; AS 37.

The Department of Corrections protects the public from repeat offender crime by using the best correctional practices available to provide a continuum of appropriate, humane, safe and cost effective confinement, supervision, and rehabilitation services. The Department carries out its responsibility while respecting the rights of victims and recognizing the dignity inherent in all human beings.

This records schedule supercedes #201100 (Central Classification).

Pursuant to the provisions of AS 4.21, the records listed below are approved for retention and disposition as indicated.					
Division Direction Bill Parker, Deputy Commissioner	State Archivist <i>Original signature held on file.</i>	Date 4/15/99	Attorney General <i>Original signature held on file.</i>	Date 3/26/99	
Signature of Division Director <i>Original signature held on file.</i>	Date 3/11/99	Records Analyst <i>Original signature held on file.</i>	Date 3/3/99	Commissioner of Administration <i>Original signature held on file.</i>	Date 4/12/99

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence; policies and procedures; annual reports; legal opinions; and the following types of files: reading, minutes/meeting, budget, accounting/fiscal, grant, procurement, personnel, agency history, etc.</p> <p>Classification Office staff will follow retention periods as listed in the General Administrative Records Retention Schedule.</p>						<p>Documents maintained only in electronic format must meet the same retention requirements as hardcopy documents.</p> <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 downloaded from the Archives & Records homepage.</p>
2	<p>Classification Files:</p> <p>These “working files” document Central Office decisions regarding any movements of prisoners with composite sentences of more than one year. Includes copy of court judgement (temporary and permanent); pre-sentence investigation reports; annual classification reviews; correspondence with institutions, attorneys, probation officers, relatives; time accounting documents; etc. Arranged alphabetically inmate name.</p>	C			C		<p>C=Until prisoner is released, dies, or all administrative/management need is met.</p> <p>Some duplicative information is located in the Institutional Files. Files for inmates with sentences of one year or less (“short term prisoners”) are retained at the Superintendent level.</p>
3	<p>Federal Bureau of Prisons (FBP) Case Files:</p> <p>These “working files” document Alaska prisoners housed out-of-state under contract with the Federal Bureau of Prisons. Includes copy of court judgment, pre-sentence investigation report, annual classification reviews, correspondence, etc. Arranged alphabetically inmate name.</p>	C	-	-	-		<p>C=After inmate’s prison term is completed and he/she returns to Alaska, the case file is added to the Alaska Institutional File.</p> <p>Currently there are about 35 active cases with the number of case files diminishing. Since June 1988, when Spring Creek Correctional Facility opened, very few transfers have occurred.</p>