

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Corrections
Division of Administrative Services
Central Records Unit

Authority: Under 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule.

If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.

Disposition: The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the *Alaska General Records Retention Schedules*, the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.

Archival Value: Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).

Format and Media: Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005.

Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Essential Designation: Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).

Copies: Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).

Supersedence: This schedule supersedes: 20-434.1, Department of Corrections, Division of Administrative Services, Central Records Unit

Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated.		Agency CEO/ Division Director <i>Original signature held on file.</i> April Wilkerson, Director of Administrative Services, Department of Corrections	Date: 8/8/2017
Attorney General/Designee <i>Original signature held on file.</i> Alan Birnbaum, Chief Assistant Attorney General, Department of Law	Date: 4/30/2019	Commissioner of Administration/Designee <i>Original signature held on file.</i> Kelly O'Sullivan, Director, Division of Finance, Department of Administration	Date: 6/18/2018
State Archivist <i>Original signature held on file.</i> Karen Gray, State Archivist	Date: 7/2/2018	Records Analyst <i>Original signature held on file.</i> Jennifer Treadway, State Records Manager	Date: 5/2/2019

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Closed Inmate Case Records</p> <p>This series consists of incarceration records for non-criminal inmates (Title 47) and inmates' during their term of incarceration and/or term of probation/parole. Records may include, but are not limited to: booking sheets, pre-sentence investigation reports; court judgments (temporary and permanent); time accounting papers; classification reviews; requests for interviews; probation officers' notes; correspondence with institutions, attorneys, and relatives; commissary slips; court pleadings, and other related records.</p> <p>Records may also include documents related to medical, juvenile and absconder (holding or pending) series.</p> <p>Records are arranged by Offender Number.</p>	10	Yes	<p>Destroy records 10 years after release date or end of probation/parole date if there are no pending court issues or lawsuits.</p> <p>Confidential per AS 12.62.160, AS 12.62.180, 22 AAC 05.090(c), and 22 AAC 05.095.</p> <p>See schedule # 20-437.1, item #1 for active inmate case records.</p> <p>After Documents are scanned and images verified under Central Records standard operating procedures, originals may be disposed.</p>
2	<p>Closed Inmate Medical Records</p> <p>This series consists of medical records for non-criminal inmates (Title 47) and inmates' during their term of incarceration. Records may include, but are not limited to: medical histories, remand screening forms, transfer summaries, progress notes, medication administration records (MAR), lab results, x-rays, dental records, inmate requests for medical appointments, health care authorizations, medical watch records, suicide protocol orders, medical grievances and responses, and other related records.</p>	10	Yes	<p>Destroy records 10 years after release date or date of death, whichever is sooner.</p> <p>Confidential per AS 12.62.160, AS 12.62.180, 22 AAC 05.090(c), and 22 AAC 05.095.</p> <p>See schedule # 20-437.1, item #2 for active inmate medical case records.</p> <p>After Documents are scanned and images verified under Central Records standard operating procedures, originals may be disposed.</p>

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
3	<p>Closed Juvenile Case Records</p> <p>This series consists of incarceration records for juvenile’s term of incarceration and/or term of probation/parole. Records may include, but are not limited to: client service plan sheets; family records; detention center records; booking sheets, pre-sentence investigation reports; court judgments (temporary and permanent); time accounting papers; classification reviews; requests for interviews; probation officers’ notes; correspondence with institutions, attorneys, and relatives; commissary slips, and other related records.</p> <p>Records are arranged by Offender Number if the juvenile was waived or petitioned to adult status. Otherwise records are arranged by juvenile's name and date of birth.</p>	10	Yes	<p>Destroy records 10 years after release date or end of probation/parole date.</p> <p>Confidential per AS 12.62.160, AS 12.62.180, 22 AAC 05.090(c), and 22 AAC 05.095.</p> <p>Record copy. Central Records receives juvenile case files from the Division of Juvenile Justice when they have been petitioned or autowaived to adult status.</p> <p>After Documents are scanned and images verified under Central Records standard operating procedures, originals may be disposed.</p>