



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
 P.O. Box 110525, 141 Willoughby Avenue  
 Juneau, AK 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 436      Schedule No: 20-436.1**

DEPARTMENT OF CORRECTIONS  
 OFFICE OF THE COMMISSIONER  
 436 - OFFICE OF THE COMMISSIONER

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Under AS 12.62.160 criminal justice information and the identity of recipients of criminal justice information is confidential and exempt from disclosure under AS 40.25. Refer also to 22 AAC 05.090(c) & 22 AAC 05.095. Supersedes #200502.

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

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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director <i>Original signature held on file.</i>	Date 1/12/06
Attorney General/Designee <i>Original signature held on file.</i>	Date 1/27/06	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 2/2/06
State Archivist <i>Original signature held on file.</i>	Date 2/7/06	Records Analyst <i>Original signature held on file.</i> Date 1/11/06

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001 - Potential Litigation Files</b> Arranged alphabetically by inmate name.		C+10		C = Until files are transferred to the records center.  Compute disposition date from date of transfer to the records center.  The Commissioner's Office may choose to extend retention if the Department of Law so advises.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center"><b>Retention Key</b></p> <p>A = Until Audit                      PO = Permanent (Retain in agency office)                      C = Cut-off event/date              S = Until Scanned                      CY = Current Year                      T = Transfer                      CFY = Current Fiscal Year              TO = Term of Office                      PA = Permanent (Transfer to State Archives)</p>	<p align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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