

# STATE OF ALASKA

## RECORDS RETENTION SCHEDULE

**Department of Corrections**  
**Division of Institutions**  
**Correctional Institutions, Statewide**

**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: 20-437.1, Department of Corrections, Division of Institutions, Correctional Institutions, Statewide

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> Bruce Busby, Director of Institutions, 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, Acting 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><b>Inmate Case Records (Sentenced Prisoner Records)</b></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: pre-sentence investigation reports; court judgments (temporary and permanent); time accounting papers; classification reviews; request for interviews; probation officers' notes; correspondence with institutions, attorneys, and relatives; commissary slips; time accounting records; court pleadings, and other related records.</p> <p>Records are arranged alphabetically by name.</p>	Current		<p>Maintain records in the institution as long as inmate is institutionalized. If inmate is transferred to another institution or released on parole, transfer records to the appropriate institution or probation office. If sentence is completed, transfer records to Central Records Unit.</p> <p>Confidential per AS 12.62.160, 22 AAC 05.090(c), and 22 AAC 05.095.</p> <p>See schedule 20-434.2, item #1, for inactive inmate case records.</p>
2	<p><b>Inmate Medical Case Files</b></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> <p>Arranged alphabetically by name.</p>	Current		<p>Maintain records in the institution as long as inmate is institutionalized. If inmate is transferred to another institution or released on parole, transfer records to the appropriate institution or probation office. If sentence is completed, transfer records to Central Records Unit.</p> <p>Confidential per AS 12.62.160, 22 AAC 05.090(c), and 22 AAC 05.095.</p> <p>See schedule 20-434.2, item #2, for inactive medical case records.</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><b>Logs</b></p> <p>Includes sign-in, segregation, visitor, post and booking logs. Arranged chronologically.</p>	6		<p>Destroy 6 years after log closure for litigation purposes.</p> <p>Confidential per AS 12.62.160, 22 AAC 05.090(c), and 22 AAC 05.095.</p>
4	<p><b>Training Records</b></p> <p>This series documents staff professional development and consists of evaluations, training worksheets, completion notices, certificates, course information/outlines, and correspondence.</p> <p>Arranged alphabetically by name.</p>	1		<p>Destroy 1 year after employee termination. Institutions will keep an agency redundant copy for 1 year and send all training files to the Training Academy for data entry and filing.</p> <p>Confidential per AS 12.62.160, AS 45.25.150, 22 AAC 05.090(c), 22 AAC 05.095, AS 39.25.080 and 2 AAC 7.910(c).</p> <p>Record copies are kept by the Training Academy. See Training Academy Schedule 20-443.1 for all training records.</p>
5	<p><b>Inmate Banking System</b></p> <p>The inmate trust fund accounts are located on a statewide information system that records and tracks prisoner funds. These funds are available to inmates and used to pay restitution, child support, medical co-pays, and to purchase items from the commissary which may include but is not limited to: Stationary, postage, stamps, clothing, and snacks). Other disbursements may be for various clubs.</p>	6	Yes	<p>Source records are disposed after scanned and quality control verified. Records are deleted or destroyed 6 years after offender released from custody and supervision.</p> <p>Confidential per AS 12.62.160, 22 AAC 05.090(c), and 22 AAC 05.095.</p>