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
Original signature held on file.
Date: 8/8/2017
Bruce Busby, Director of Institutions, Department of Corrections

Commissioner of Administration/Designee
Original signature held on file.
Date: 6/18/2018
Kelly O'Sullivan, Director, Division of Finance, Department of Administration

Records Analyst
Original signature held on file.
Date: 5/2/2019
Jennifer Treadway, State Records Manager

Records & Information Management Service (RIMS) • Alaska State Archives • Division of Libraries, Archives and Museums • Department of Education & Early Development
395 Whittier Street • Juneau, AK 99801-1720 • https://archives.alaska.gov/rims • Phone: (907) 465-2275
<table>
<thead>
<tr>
<th>Item #</th>
<th>Record Series Title and Description</th>
<th>Retention</th>
<th>Essential</th>
<th>Retention Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Inmate Case Records (Sentenced Prisoner Records)</strong></td>
<td>Current</td>
<td></td>
<td>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. Confidential per AS 12.62.160, 22 AAC 05.090(c), and 22 AAC 05.095. See schedule 20-434.2, item #1, for inactive case records.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Inmate Medical Case Files</strong></td>
<td>Current</td>
<td></td>
<td>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. Confidential per AS 12.62.160, 22 AAC 05.090(c), and 22 AAC 05.095. See schedule 20-434.2, item #2, for inactive medical case records.</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
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<th>Retention Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Logs</td>
<td>6</td>
<td></td>
<td>Destroy 6 years after log closure for litigation purposes. Confidential per AS 12.62.160, 22 AAC 05.090(c), and 22 AAC 05.095.</td>
</tr>
<tr>
<td>4</td>
<td>Training Records</td>
<td>1</td>
<td></td>
<td>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. 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). Record copies are kept by the Training Academy. See Training Academy Schedule 20-443.1 for all training records.</td>
</tr>
<tr>
<td>5</td>
<td>Inmate Banking System</td>
<td>6</td>
<td>Yes</td>
<td>Source records are disposed after scanned and quality control verified. Records are deleted or destroyed 6 years after offender released from custody and supervision. Confidential per AS 12.62.160, 22 AAC 05.090(c), and 22 AAC 05.095.</td>
</tr>
</tbody>
</table>