



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 438 Schedule No: 20-438.1

DEPARTMENT OF CORRECTIONS
 DIVISION OF ADMINISTRATIVE SERVICES
 438 - PERSONNEL & PAYROLL

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.

Per AS 12.62.160 criminal justice information and identity of recipients of criminal justice information is confidential and exempt from disclosure under AS 40.25.120. Refer also to 22 AAC 05.090(c) & 22 AAC 05.095. Supersedes #200201.

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
Attorney General/Designee <i>Original signature held on file.</i>	Date 12/8/99	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 12/17/99	Records Analyst <i>Original signature held on file.</i>
		Date 11/3/99

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Pre-employment Background Investigation Files (Applicant Successful) Background investigations are conducted for all CO's, Assistant/Superintendents and Adult Probation Officers. Upon successful completion of the background investigation COI's are placed on a hiring list, with an eligiblity date of two years from the date they pass the background investigation. All other background investigations are conducted after a conditional job offer has been made. Records series includes: F-3C background investigations (required by the APSC); copies of birth certificate, high school diploma/equivalent, military DD214; file notes re. background; work references; and, personal references.</p> <p>Arranged alphabetically by name and then by recruitment number.</p>		C+5		<p>C = Date the applicant successfully completes background investigation.</p> <p>Applicants are also tracked on an Excel spreadsheet listing the recruitment period in which they applied, applicant name and status.</p> <p>Confidential under AS 39.25.080, AS 12.62 & AS 40.25.120.</p>
<p>002.1 - Pre-employment Background Investigation Files (Applicant Disqualified, Originals) Refer to records series description for item #001.</p>		M		<p>M = Until microfilmed.</p> <p>Originals may be destroyed after microfilm is certified "true & correct."</p>
<p>002.2 - Pre-employment Background Investigation Files (Applicant Disqualified, Master Microfilm) Refer to records series description for item #001.</p>	M	C		<p>C = Until adminitrative/management need is met.</p> <p>Applicant pre-employment background files in which the applicants were disqualified for employment will be retained indefinitely by the department.</p>

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>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>003 - APSC Files This records series is maintained on all employees subject to APSC certification and monitors certification requirements, ensuring that required documents are tracked, and that original documents are sent to APSC by due date. The following positions are APSC regulated: CO's, Adult Probation Officers, Assistant/Superintendents. Officers hired prior to February 8, 1991 are grandfathered employees and not required to meet minimum APSC standards, as long as they remain in APSC regulated positions with no break in service.</p> <p>Arranged alphabetically by name.</p>		C+5		<p>C = Until no longer employed with the department.</p> <p>Applicants appointed to an APSC regulated position are probationary appointments for 12 months and terminated at 14 months if they do not meet the APSC certification requirements.</p> <p>Certification dates of all APSC regulated positions are also maintained on an Excel spreadsheet.</p> <p>Confidential under AS 18.65, and 13 AAC 85.210.</p> <p>The APSC administers these files for twenty years.</p>

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">Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <ol style="list-style-type: none"> Are necessary for emergency response Are necessary to resume or continue operations
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