



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 442 Schedule No: 20-442.1

DEPARTMENT OF CORRECTIONS
 DIVISION OF INSTITUTIONS
 442 - DIRECTOR'S OFFICE

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.

Unless otherwise noted, all prisoner and criminal justice records are confidential under provisions of AS 12.62.030, AS 12.62.035, 22 AAC 05.090(c), & 22 AAC 05.095. This schedule supersedes #200601.

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 4/2/01
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/9/01	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 4/27/01
State Archivist <i>Original signature held on file.</i>	Date 5/1/01	Records Analyst <i>Original signature held on file.</i> Date 3/1/01

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Inmate Appeals This records series documents the department's actions regarding disciplinary issues. Includes correspondence, appeals forms and final resolution.</p> <p>Arranged alphabetically by name.</p>		CY		Record Copy is kept in the Inmate File.
<p>002 - Community Residential Center Reports Consists of reports and policy & procedures submitted by the CRC's (Allvest, Cornell, Cultural Relevance, Akeela House).</p> <p>Arranged alphabetically by residence.</p>		5		
<p>003 - Special Projects Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc. Special project topics may relate to: mental health, drug testing, privatization, domestic violence, API 2000, inmate health, substance abuse, etc.</p> <p>Arranged according to file plan.</p>		PA		Records transferred to the State Archives may be sampled, unless transferring authority recommends otherwise.
<p>004 - Volunteer Files Chaplaincy coordinator's files consist of applications, background criminal history reports and correspondence.</p> <p>Arranged alphabetically by name.</p>		PA		
<p>005 - Religious Logs This records series documents volunteers that visited institutions to perform services and includes number of volunteers and attendees.</p> <p>Arranged chronologically.</p>		PA		
<p>006 - Donor Records This series documents donation of money to the Chaplaincy Program. Includes correspondence and copy of check.</p>		3		

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>007 - Clinical Files Records series documents criminal/clinical history of offenders and is used to advise probation officers on appropriate supervision and treatment of sex offenders. Includes psychological testing data, assessments, criminal profiles, police reports and correspondence.</p>		C+5		<p>C = Until case is closed.</p> <p>Medical records are confidential under AS 47.30.845.</p> <p>Most documents, excluding correspondence, are located in the Inmate's or Medical File.</p>
<p>008 - Sex Offender Treatment Program (SOTP) Approved Provider Records This series consists of clinical issues dealing with approved providers. Includes applications, copies of licenses, investigation complaints, meeting minutes and correspondence.</p>		C+5		<p>C = Until no longer providing services.</p> <p>Some data is input into MS Word. There is a Sex Offender database used by providers at Meadow Creek.</p> <p>Record copy of contract maintained in Contracts Section.</p>
<p>009 - Course Development Records Course materials including audio/visual products, training aids, research materials, computer diskettes, correspondence, etc. related to the development and/or presentation of training courses. Course titles include: Risk Assessment with Sex Offenders, Sex Offender Dynamics and Institutional Services Available to Offenders.</p>		C		<p>C = Until course no longer offered and all administrative/management need is met.</p>

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