



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: 622      Schedule No: 20-622.1**

DEPARTMENT OF CORRECTIONS  
 OFFICE OF THE COMMISSIONER  
 622 - CORRECTIONAL INDUSTRIES

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. Refer also to 22 AAC 05.090(c) & 22 AAC 05.095. Supersedes #201200.

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 3/31/99
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/6/99	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 4/16/99	Records Analyst <i>Original signature held on file.</i>
		Date 3/24/99

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001 - Financial Statements</b> Financial statements output from Quick Books Pro.  Arranged chronologically.		10		
<b>002 - Sales Orders</b> Lists what is purchased, by whom, how much, etc.  Arranged numerically.		7		Sales data is also located on the MIS, item #007.
<b>003 - CAD Drawings</b> Computer assisted drawings generated by inmates or private vendors. Documents manufacturing viability of specific products and may include bill of materials, manufacturing times, etc. Private vendor drawings are arranged by job number. Sales order and job numbers are referenced on the drawings.		C		C = Until obsolete, superseded or administrative/management is met.
<b>004 - Consumer Complaint Files</b> This series documents any complaints registered with the ACI and how the complaint was resolved.  Arranged numerically.		10		
<b>005 - Inmate "Working" Files</b> This series documents payroll activity for approximately 170 inmates employed by the ACI. Also includes evaluations.  Arranged alphabetically by inmate.		T		T = Until inmate is no longer employed by the ACI, at which time the documents are transferred to the inmates institution file.
<b>006 - Commission Files</b> The Alaska Correctional Industries Commission is appointed by the Governor and holds public meetings quarterly. Executive overviews are placed in binders and sound recordings are made of each meeting.  Arranged chronologically.		PA		Audio tapes may be recycled once and then disposed.

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                      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"><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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>007 - Management Information System (MIS)</b>                      The MIS includes data regarding sales orders, inventory, items sold, product information, etc. Server is located in Anchorage.</p>		C	Y	<p>C = Until onsolete, superseded or administrative/management need is met.</p> <p>Backup tapes are stored offsite for security. Tapes are rotated according to established ACI procedures.</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><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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><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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