



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: 384 Schedule No: 12-384.1

DEPARTMENT OF PUBLIC SAFETY
 DIVISION OF ADMINISTRATIVE SERVICES
 384 - RECORDS AND IDENTIFICATION SECTION

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.

Criminal identification and criminal investigation records are confidential under Article I, Section 22, Alaska State Constitution. This schedule supersedes #120501.

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 9/6/94
Attorney General/Designee <i>Original signature held on file.</i>	Date 9/6/94	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 9/16/94	Records Analyst <i>Original signature held on file.</i>
		Date 9/7/94

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Investigative Case Report Files (Originals) This series consists of trooper reports, coroner's reports and medical records for crimes such as murder, fraud, sexual abuse, etc.</p> <p>The State Troopers keep these files in their field office for 13 months after the case is closed, before they are transferred to Records and Identification.</p> <p>Arranged by case number.</p>		M	Y	
<p>001.2 - Investigative Case Report Files (Master Microfilm) This series consists of trooper reports, coroner's reports and medical records for crimes such as murder, fraud, sexual abuse, etc.</p> <p>Arranged by case number.</p>	M	47		
<p>001.3 - Investigative Case Report Files (Work Copy Microfilm) This series consists of trooper reports, coroner's reports and medical records for crimes such as murder, fraud, sexual abuse, etc.</p> <p>Arranged by case number.</p>	M	47		
<p>002 - Sport Hunting and Fishing License Master Index Listing (Work Copy Microfilm) This series includes the years 1970 - 1980. Function transferred to the Department of Fish and Game, Licensing in 9189.</p>	M	50		
<p>003 - Master Index Cards (Master Microfilm) Master microfilm for major and minor offenses circa 1950's - 1983.</p> <p>Arranged alphabetically by name.</p>		50		

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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<p>004 - AUCRS Reports This series consists of monthly, quarterly and yearly reports downloaded from the mainframe consisting of a summary of offenses (Part 1 Crimes: homicides, rapes, felony, etc.); and arrest report data (age, sex, race). Reports are statistical in nature and include no personal data.</p> <p>Arranged chronologically.</p>		C	Y	<p>C = Until item #005 is published.</p> <p>AUCRS = Alaska Uniform Crime Reporting System.</p> <p>One copy is kept in the office, one copy is sent to the FBI and copies are sent to submitting law enforcement agencies and police departments.</p>
<p>005 - Crime Reported in Alaska Thi spublication quantifies major crimes in Alaska and is produced annually. Is a compilation of the monthly, quarterly and yearly reports (see item #004).</p> <p>Arranged chronologically.</p>		PA		<p>Copies sent to the Alaska State Library, in and out of state law enforcement agencies and university libraries nationwide.</p>
<p>006 - Master Fingerprint Cards These are duplicate cards sent to the Juneau office from Anchorage. Data has been entered onto ASPIN.</p> <p>Arranged chronologically by date filmed.</p>		50		
<p>007 - Criminal History Records This series consists of court judgments, fingerprint cards, FBI rap sheets, deceased data and booking sheets entered onto the mainframe to update microfilm index only.</p>		50	Y	
<p>008 - Case Log This series documents requests for case reports from the public. Reports are sent to local law enforcement agencies.</p> <p>Arranged chronologically.</p>		2		<p>Three-ring binder.</p>
<p>009 - "Peanut" Log This ASPIN review log includes criminal histories, clearance letters, etc.</p> <p>Arranged chronologically.</p>		2		<p>Three-ring binder.</p>

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<p>010 - NLETS Log Computer printout with requests and responses for criminal histories, from law enforcement agencies.</p> <p>Arranged chronologically.</p>		2		Three-ring binder.
<p>011 - Fish & Wildlife Violation Arrest Reports Trooper Reports. No further accretions to this records series are expected. This series is now item #001, Investigative Case Report Files.</p> <p>Arranged by year in case number order.</p>		M		M = Until filmed. Recommend filming with subsequent destruction of originals.

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<p align="center">Retention Key</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 align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">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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