



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
 P.O. Box 110525, 141 Willoughby Avenue  
 Juneau, AK 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 388      Schedule No: 12-388.1**

DEPARTMENT OF PUBLIC SAFETY  
 388 - ALASKA POLICE STANDARDS COUNCIL

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 records series are nonconfidential. This schedule supersedes #120904.

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 8/22/07
Attorney General/Designee <i>Original signature held on file.</i>	Date 9/24/07	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 10/2/07
State Archivist <i>Original signature held on file.</i>	Date 4/16/07	Records Analyst <i>Original signature held on file.</i> Date 3/12/07

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Police Officer Certification Files</b>                      This series consists of certification files for police officers, probation, parole and correctional officers. Includes medical examination, health questionnaire, personal history statement, criminal record, psychological exam and field training record.</p> <p>Arranged alphabetically by officer name.</p>		C+50	Y	<p>C = Until certification ends.</p> <p>Confidential under 13 AAC 85.010 (Police) &amp; 13 AAC 85.210 (Probation, Parole and Correctional).</p> <p>Justification for "C+50" year retention: Administrative.</p> <p>If an officer has not held valid certification for five years, s/he must complete the entire re-certification process.</p>
<p><b>002 - Police &amp; Correctional Officer Training Program Instructor Certification Files</b>                      This series consists of application for certification under 13 AAC 87.040 and recommendations.</p> <p>Arranged alphabetically by instructor name.</p>		C+20	Y	<p>C = Until certification ends.</p> <p>Justification for "C+20" year retention: Administrative.</p> <p>If an instructor has not held valid certification for three years, s/he must complete the entire re-certification process.</p> <p>Annual accrual rate is approximately one cubic foot.</p>
<p><b>003 - Police &amp; Correctional Officer Training Program Certification Files</b>                      This series consists of application for certification under 13 AAC 87.010 or 13 AAC 89.040; institution policies and regulations; fee schedules; description of space, facilities; and, equipment; course outlines and completion notices.</p> <p>Arranged alphabetically by institution.</p>		C+20	Y	<p>C = Until certification ends.</p> <p>Justification for "C+20" year retention: Administrative.</p> <p>Annual accrual rate is approximately .5 cubic foot.</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                      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><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>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>004 - Surveys &amp; Questionnaires</b>                      This series consists of surveys distributed to officers that have terminated, survey compilations, departmental audits, etc.                       Arranged chronologically.</p>		5		

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>
---	---	---