



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 389      Schedule No: 12-389.1**

DEPARTMENT OF PUBLIC SAFETY  
 DIVISION OF ALASKA STATE TROOPERS  
 389 - HEADQUARTER'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 indicated all records series are nonconfidential. This schedule supersedes #121904.

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 4/15/08
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/25/08	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 5/15/08	Records Analyst <i>Original signature held on file.</i>
		Date 4/11/08

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - State Trooper Recruitment Files (Hired)</b>                      This series consists of background information within recruitment files for state troopers and includes the following: applications, transcripts, letters of introduction, correspondence, exam results.</p> <p>Arranged alphabetically by recruit name.</p>		C+50	Y	C = Until date employee terminates.  Confidential under AS 39.25.080 & AS 40.25.120.  Maintained on a calendar year basis. Annual accrual rate is approximately one cubic foot.
<p><b>001.2 - State Trooper Recruitment Files (Not Hired)</b>                      This series consists of background information within recruitment files for state troopers and includes the following: applications, transcripts, letters of introduction, correspondence, exam results.</p> <p>Arranged alphabetically by recruit name.</p>		10	Y	Confidential under AS 39.25.080 & AS 40.25.120.
<p><b>002 - Security Guard License Files</b>                      Security Guard licenses are issued under AS 18.65.400 - 490. Security guards are persons in the business of being a private watchman, providing patrol services, or other services designed to prevent the theft, misappropriation, or concealment of goods, money, or valuable documents. Licenses are valid for two years and may be renewed for additional two year terms.</p> <p>Arranged alphabetically by name.</p>		C+3		C = Until license expires.
<p><b>003 - Security Guard Agency License Files</b>                      Security Guard Agency License Files maintained under AS 18.65.400 - 490. A security guard agency is a person in the business of furnishing for hire private watchmen, providing patrol services, or other services designed to prevent the theft, misappropriation, or concealment of goods, money or valuables documents. Licenses are valid for two years and may be renewed for additional two year terms.</p> <p>Arranged alphabetically by name of agency.</p>		C+6		C = Until agency license expires.

**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                      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"><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>004 - Village Public Safety Officer (VPSO) Contracts</b>                      Consists of contracts with the department and Native Corporations. The Native corporations hire the VPSO's and work with the department developing the program.</p> <p>Arranged alphabetically by name of corporation.</p>		C+6		C = Until contract expires.
<p><b>005 - Commercial Vehicle Enforcement (CVE) Records</b>                      This series consists of permit charge ledger cards, scale logs, inspection records, permit violation reports and permits.</p> <p>Arranged chronologically.</p>		3		Oversize & Overweight Permits are retained in each issuing office.
<p><b>006 - VPSO Service Requests (Incident Reports)</b>                      VPSO response to Law Enforcement requests and village public safety needs. This can generate a log in APSIN or a case report.</p>		C		C = Until data is entered into APSIN.  VPSO = Village Public Safety Officer.  APSIN = Alaska Public Safety Information Network.
<p><b>007 - Search &amp; Rescue (SAR) Reports</b>                      This series consists of copies of investigative case reports for SAR cases that are issued by the investigative officer.</p> <p>Arranged alphabetically by case name.</p>		3		Originals are submitted to Records & Identification Section.

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>
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