



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: 390      Schedule No: 12-390.1**

DEPARTMENT OF PUBLIC SAFETY  
 DIVISION OF ALASKA STATE TROOPERS  
 390 - JUDICIAL SERVICES

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #121704.

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 4/30/07
Attorney General/Designee <i>Original signature held on file.</i>	Date 5/10/07	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 5/24/07	Records Analyst <i>Original signature held on file.</i>
		Date 4/16/07

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - Service Directions (Originals)</b> Includes name of person served, where located, order, court date, and other miscellaneous data.</p> <p>Arranged chronologically.</p>		C		<p>Hard copy information required for administrative purposes (real property instructions, information concerning minors, property, etc.) may be retained until administrative need is met. [Nome does not have computer tracking.]</p> <p>Service directions may be issued by the Alaska Court System, Attorney General, Child Support Enforcement, etc., directing the agency to execute warrants, make arrests, issue subpoenas, garnishments, and carry out other functions.</p>
<p><b>001.2 - Service Directions (Nome Office - Domestic Violence &amp; Criminal Process)</b> Includes name of person served, where located, order, court date, and other miscellaneous data.</p> <p>Arranged chronologically.</p>		5		<p>Hard copy information required for administrative purposes (real property instructions, information concerning minors, property, etc.) may be retained until administrative need is met. [Nome does not have computer tracking.]</p> <p>Service directions may be issued by the Alaska Court System, Attorney General, Child Support Enforcement, etc., directing the agency to execute warrants, make arrests, issue subpoenas, garnishments, and carry out other functions.</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 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><b>Bus. Ess = Business Essential</b></p> <ol style="list-style-type: none"> <li>Are necessary for emergency response</li> <li>Are necessary to resume or continue operations</li> </ol>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.3 - Service Directions (Nome Office - Civil Process)</b>                      Includes name of person served, where located, order, court date, and other miscellaneous data.</p> <p>Arranged chronologically.</p>		3		<p>Hard copy information required for administrative purposes (real property instructions, information concerning minors, property, etc.) may be retained until administrative need is met. [Nome does not have computer tracking.]</p> <p>Service directions may be issued by the Alaska Court System, Attorney General, Child Support Enforcement, etc., directing the agency to execute warrants, make arrests, issue subpoenas, garnishments, and carry out other functions.</p>
<p><b>002.1 - Control Cards [Some Offices May Not Administer] (Criminal Process, 12-309, White Originals)</b>                      The 12-302 control cards constitute a financial tracking sheet documenting money received by the Section. 12-309 arranged alphabetically; 12-302 arranged by case number; 12-342 arranged alphabetically.</p>		C+5		<p>"Control Cards" is an obsolete Records series for the Anchorage office. Information previously listed on the control card is included on the "Warrant Worksheets" (refer to item #003), which is input into the MS Access Warrants database.</p> <p>12-302: Pink copy and/or yellow to Fiscal; white copy is sent back to DPS office which originally received the process and funds.</p> <p>12-309 &amp; 12-342: White copy retained by DPS office which originally received writ; yellow copy is disposed.</p>

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<p><b>002.2 - Control Cards [Some Offices May Not Administer] (Civil Process, 12-302; Misdemeanor &amp; Felony Warrants, 12-342, White Originals)</b>                      The 12-302 control cards constitute a financial tracking sheet documenting money received by the Section. 12-309 arranged alphabetically; 12-302 arranged by case number; 12-342 arranged alphabetically.</p>		C+20		<p>"Control Cards" is an obsolete Records series for the Anchorage office. Information previously listed on the control card is included on the "Warrant Worksheets" (refer to item #003), which is input into the MS Access Warrants database.</p> <p>12-302: Pink copy and/or yellow to Fiscal; white copy is sent back to DPS office which originally received the process and funds.</p> <p>12-309 &amp; 12-342: White copy retained by DPS office which originally received writ; yellow copy is disposed.</p>
<p><b>003.1 - Warrants &amp; Warrant Worksheets (Originals) (Misdemeanor Warrants, No Problems)</b>                      Kenai, Palmer &amp; Nome Offices:                      Keep Original Misdemeanor Warrants 5 years.</p>		C		<p>C = Until original warrant is transferred to the Alaska Court System case file; or, after the information has been entered into APSIN, the Warrants database and officer's administrative need is met. [Kenai, Palmer &amp; Nome do not have computer tracking.]</p> <p>Misdemeanor Warrant Worksheets [12-339] are retained by the officer (chronologically) and provide backup to warrants served.</p> <p>APSIN = Alaska Public Safety Information Network.</p>

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<p><b>003.2 - Warrants &amp; Warrant Worksheets (Originals) (Misdemeanor Warrants, With Problems)</b>                      Kenai, Palmer &amp; Nome Offices:                      Keep Original Misdemeanor Warrants 5 years.</p>		C+5		<p>C = Until original warrant is transferred to the Alaska Court System case file; or, after the information has been entered into APSIN, the Warrants database and officer's administrative need is met. [Kenai, Palmer &amp; Nome do not have computer tracking.]</p> <p>Felony Warrant Worksheets [12-339] are retained by the officer (chronologically) and provide backup to warrants served.</p>
<p><b>003.3 - Warrants &amp; Warrant Worksheets (Originals) (Backup Data)</b>                      Kenai, Palmer &amp; Nome Offices:                      Keep Original Misdemeanor Warrants 5 years.</p>		30 Days		
<p><b>004.1 - Warrants &amp; Warrant Worksheets (Originals) (Felony Warrants, No Problems)</b>                      Kenai, Palmer &amp; Nome Offices:                      Keep Original Felony Warrants 10 years.</p>		C		<p>C = Until original warrant is transferred to the Alaska Court System case file; or, after the information has been entered into APSIN, the Warrants database and officer's administrative need is met. [Kenai, Palmer &amp; Nome do not have computer tracking.]</p> <p>Felony Warrant Worksheets [12-339] are retained by the officer (chronologically) and provide backup to warrants served.</p>

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<b>004.2 - Warrants &amp; Warrant Worksheets (Originals) (Felony Warrants, With Problems)</b> Kenai, Palmer & Nome Offices: Keep Original Felony Warrants 10 years.		C+10		C = Until original warrant is transferred to the Alaska Court System case file; or, after the information has been entered into APSIN, the Warrants database and officer's administrative need is met. [Kenai, Palmer & Nome do not have computer tracking.]  Felony Warrant Worksheets [12-339] are retained by the officer (chronologically) and provide backup to warrants served.
<b>004.3 - Warrants &amp; Warrant Worksheets (Originals) (Backup Data)</b> Kenai, Palmer & Nome Offices: Keep Original Felony Warrants 10 years.		30 Days		
<b>005.1 - Process Worksheets (Originals) (Form 12-340)</b> Documents service or attempted service.		C		Computer report is generated.
<b>005.2 - Process Worksheets (Nome Office - Originals) (Form 12-340)</b> Documents service or attempted service.		T		T = Until information is transferred to item #002.
<b>006.1 - Individual Process Record (Originals) (12-304)</b> Consists of officer logsheet documenting service; case number; type of writ; date received and date due; whether served, unserved, or recalled; and any miscellaneous information.  Arranged chronologically.		C		Computer report printed out daily.
<b>006.2 - Individual Process Record (Nome Office - Originals) (12-304)</b> Consists of officer logsheet documenting service; case number; type of writ; date received and date due; whether served, unserved, or recalled; and any miscellaneous information.  Arranged chronologically.		1		

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<p><b>007 - Juvenile Detention Orders</b>                      This records series documents juveniles ordered into detention (detention homes/facilities, juvenile correctional schools, treatment facilities, work camps, e.g.) by the Alaska Court System.</p> <p>Arranged chronologically.</p>		C		<p>C = After the information has been entered into APSIN, the database, or administrative/management need is met.</p> <p>Record Copy is located in the case file administered by the Alaska Court System.</p> <p>Orders are held open until juvenile is arrested or order is recalled/quashed by the Court.</p>
<p><b>008 - Prisoner Transportation Records</b>                      This series includes recap sheets, radio and activity logs.</p> <p>Arranged chronologically.</p>		2		
<p><b>009 - Trust Account Records</b>                      This series documents trust accounts established for receipt and tracking of process funds. Includes: audit sheets [12-326]; receipts, fee transmittals, deposit slips, bank statements and cancelled checks.</p> <p>Arranged chronologically.</p>		C+6		C = Until the account is closed.
<p><b>010 - Fugitive From Justice Files</b>                      Records series documents records of individuals either arrested in Alaska on a warrant from another jurisdiction or arrested in another jurisdiction on an Alaska warrant.</p>		5		
<p><b>011.1 - Records of Property Seizures (On Execution, Personal Property)</b>                      Judicial sales of personal and real property to satisfy a judgment, order or decree of court.</p> <p>Arranged by court case number.</p>		C+3		<p>C = After file is closed.</p> <p>Record Copy is located in the case file administered by the Alaska Court System.</p>
<p><b>011.2 - Records of Property Seizures (On Judicial Foreclosure &amp; Execution, Real Property)</b>                      Judicial sales of personal and real property to satisfy a judgment, order or decree of court.</p> <p>Arranged by court case number.</p>		C+25		<p>C = After deed is issued.</p> <p>Record Copy is located in the case file administered by the Alaska Court System.</p>

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<p><b>011.3 - Records of Property Seizures (On Attachment; Claim &amp; Delivery)</b>                      Judicial sales of personal and real property to satisfy a judgment, order or decree of court.                       Arranged by court case number.</p>		C+5		<p>C = After the property is seized.                       Record Copy is located in the case file administered by the Alaska Court System.</p>
<p><b>012.1 - Civil &amp; Criminal Process Files (No Problems)</b>                      Copies.                       Arranged alphabetically by subject.</p>		CY+2		
<p><b>012.2 - Civil &amp; Criminal Process Files (With Problems)</b>                      Copies.                       Arranged alphabetically by subject.</p>		C+5		<p>C = Until problem is resolved.                       A "problem" service may occur when an officer makes an incorrect service, or the service requested is different than the actual service rendered.</p>
<p><b>013 - Civil &amp; Criminal Case Procedures</b>                      This series documents court and department directives, orders, or other procedural information.                       Arranged numerically.</p>		C+20		<p>C = Until obsolete, superseded or administrative/management need is met.</p>

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