



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: 391 Schedule No: 12-391.1

DEPARTMENT OF PUBLIC SAFETY

DIVISION OF ALASKA STATE TROOPERS

391 - DETACHMENT ENFORCEMENT SERVICES (STATEWIDE)

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 #121505.

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 5/8/08
Attorney General/Designee <i>Original signature held on file.</i>	Date 8/7/08	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 9/2/08	Records Analyst <i>Original signature held on file.</i>
		Date 5/8/08

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Investigative Case Reports & Backup This series documents all detachment investigations and consists of the following: interview notes, copies of court documents, evidence, cataloging data, correspondence, Form 12-201's, etc.</p> <p>Arranged numerically by case number.</p>		T	Y	<p>T = Until case is closed. Case file is transferred to the Department of Public Safety, Criminal Records & Identification Bureau for microfilming.</p> <p>This fileset does not include any Alaska Bureau of Investigation reports and backup.</p>
<p>002 - Photo Files This series is related to item #001 but is not submitted to the Criminal Records & Identification Bureau for microfilming. The negatives are maintained at the Post level.</p> <p>Arranged by case number.</p>		50	Y	<p>Justification for 50-year retention: Administrative & Legal need. Some unsolved cases remain open for decades. There is also a potential for civil litigation and criminal appeal.</p> <p>Annual accrual rate is approximately ten cubic feet.</p>
<p>003 - Dispatch Records This fileset consists of dispatch notes which includes basic case information, form #12-291. A case number is assigned and relevant data is entered into APSIN. Also includes hardcopy printout of 911 calls.</p>		C		<p>C = Until verification of input or administrative need is met.</p> <p>Refer also item #005 (Recording Tapes).</p> <p>APSIN = Alaska Public Safety Information Network.</p>
<p>004 - Radio Logs Handwritten logs from radio and telephone calls, form #12-223.</p>		1		Refer also to item #005.
<p>005 - Recording Tapes Recording tapes of radio and telephone calls, including 911 calls.</p>		30 Mos.		<p>The length of retention varies, depending upon the availability of tapes. The tapes are recycled, but may be retained longer than 30 months if litigation is pending.</p> <p>Justification for 30 months retention: 2 year statute of limitations, AS 09.10.070.</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>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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
006 - Motor Vehicle Accident Files Contains a copy of the accident report, photos, notes, and other documentation on the accident.		T	Y	T = Until case is closed. Case file is transferred to the Department of Public Safety, Criminal Records & Identification Bureau for microfilming. This fileset does not include any Alaska Bureau of Investigation reports and backup.
007 - Impound Records This fileset documents vehicles that have been issued impound notices by troopers. Consists of form #12-218. Arranged chronologically.		3		

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">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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