



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: 394 Schedule No: 12-394.1

DEPARTMENT OF PUBLIC SAFETY
 DIVISION OF ADMINISTRATIVE SERVICES
 394 - UNIFORM CRIME REPORTING PROGRAM

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.

All records are nonconfidential. This schedule supersedes #122302.

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 8/2/99
Attorney General/Designee <i>Original signature held on file.</i>	Date 8/6/99	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 8/13/99
State Archivist <i>Original signature held on file.</i>	Date 8/24/99	Records Analyst <i>Original signature held on file.</i> Date 7/2/99

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Twelve-month Summary Reports This series consists of the publication entitled Crime Reported in Alaska. It has been published since 1976 and consists of summary data submitted to the FBI under their UCR program.</p> <p>Arranged chronologically.</p>		PA		<p>Most local police departments and the Alaska State Troopers (jurisdictions representing about 90 percent of Alaska's population) voluntarily submit UCR data to the FBI, which publishes national statistics in Part I Crimes: murder, rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft and arson.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
<p>002.1 - UCR Reports (Monthly) These reports result in the Twelve-month Summary Reports (item #001).</p>		1		The monthly reports are submitted to the FBI.
<p>002.2 - UCR Reports (Six-month Summary) These reports result in the Twelve-month Summary Reports (item #001).</p>		5		
<p>002.3 - UCR Reports (Correction & Edit) These reports result in the Twelve-month Summary Reports (item #001).</p>		C		C = Until errors are corrected.
<p>003 - UCR System and Program Documentation The UCR System is a sub-system within the Alaska Public Safety Information Network (APSIN). These applications are within the case monitoring system and allow entry of incident data for UCR statistics and are accessible to local police departments to enter and track their own records.</p>		C+3	Y	<p>C = Until there is a complete or partial system revision.</p> <p>Programming Language: NATURAL.</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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