



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: 395      Schedule No: 12-395.1**

DEPARTMENT OF PUBLIC SAFETY  
 395 - OFFICE OF THE COMMISSIONER

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 #120106.

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 12/16/09
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/5/10	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 4/8/10
State Archivist <i>Original signature held on file.</i>	Date 4/9/10	Records Analyst <i>Original signature held on file.</i> Date 12/28/09

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - Special Police Commission Records (Active)</b>                      Consists of the application, oath of office, certification of commission, fingerprint card, FBI/APSIN records, identification card, and correspondence.                       Arranged alphabetically by surname.</p>	H	S/M	Y	S/M = Original records may be destroyed after scan/film is certified "true and correct".  APSIN = AK Public Safety Information Network.  Confidential under AS 39.25.080.
<p><b>001.2 - Special Police Commission Records (Inactive)</b>                      Consists of the application, oath of office, certification of commission, fingerprint card, FBI/APSIN records, identification card, and correspondence.                       Arranged alphabetically by surname.</p>	M & E	20	Y	APSIN = AK Public Safety Information Network.  Confidential under AS 39.25.080.
<p><b>002.1 - Administrative Investigation Records (Active Investigations)</b>                      Investigative reports, statements, audio/video/photo documentation, and other evidence relating to cases involving allegations of misconduct by DPS employees.                       Records are maintained on a calendar year by case number.</p>	H	S/M	Y	S/M = Original records may be destroyed after scan/film is certified "true and correct".  Confidential under AS 39.25.080.
<p><b>002.2 - Administrative Investigation Records (Closed Cases)</b>                      Investigative reports, statements, audio/video/photo documentation, and other evidence relating to cases involving allegations of misconduct by DPS employees.                       Records are maintained on a calendar year by case number.</p>	E & M	10*	Y	* = Individual records are maintained for 10 years or duration of employment with DPS, whichever is longer.  Confidential under AS 39.25.080.

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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>003 - Administrative Review Files</b>                      Includes, but is not limited to, vehicle pursuit, use of force, department vehicle collisions, deadly force reviews, firearms discharge, compliants against the department and/or employees not elevated to an investigation, kudos/compliments on the department and/or employees.</p> <p>Records are maintained on a calendar year by case number and in electronic format.</p>	E	CY+5*		<p>* = Any records involving serious injury or death or significant change in policy/procedure/equipment will be maintained as a permanent historical record.</p> <p>Confidential under AS 39.25.080 and AS 40.25.120.</p> <p>Records are maintained electronically as of calendar year 2010. Previous years' hard copy records will be scanned and originals will be destroyed after being cetified "true and correct".</p>

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