



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: 396 Schedule No: 12-396.1

DEPARTMENT OF PUBLIC SAFETY

396 - COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT

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 noted all records series are nonconfidential. This schedule superSedes #122205.

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 4/24/06
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/28/06	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 5/8/06
State Archivist <i>Original signature held on file.</i>	Date 5/16/06	Records Analyst <i>Original signature held on file.</i> Date 4/20/06

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Grant Files This series documents the agency's award and administration of grants to local communities or nonprofit organizations for programs related to domestic violence, sexual assault, and crisis intervention/prevention programs under 3 AAC 95.010-900. Files include requests for proposals and evaluations, notification of award, grant documents, payment records, reports, and correspondence.</p> <p>Arranged alphabetically by location and grantee.</p>		C+6		<p>C = Until grant funds are expended or final audit resolution.</p> <p>Refer also to the General Administrative Records Retention Schedule.</p>
<p>002 - Domestic Violence & Sexual Assault Raw Statistical Data Copies of various reports submitted by grantees which provide source data for the Domestic Violence database (item #003).</p>		C+1		C = Until data is input and verified.
<p>003 - Domestic Violence & Sexual Assault Client Intake & Service Provided A Microsoft Access information system for all program statistics including: client name and other personal information, purpose of visit, results, etc.</p>	D	C		C = Until obsolete, superseded or administrative/management need is met.
<p>004 - Annual Status Reports Output from the Domestic Violence Database & Client Intake (item #003).</p> <p>Reports contain no individually identifiable data.</p>		6		
<p>005 - Special Projects Includes correspondence, copies of legislation, reports, copies of meeting minutes, etc. Examples of special projects include: VAWA (Violence Against Women's Act), rural DVCV (Domestic Violence & Child Victimization).</p>		C+3*		<p>C = Until project is concluded or administrative/management need is met.</p> <p>* = Submit file titles for archival review prior to disposition.</p> <p>Refer to the General Administrative Records Retention Schedule.</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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