



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: 598 Schedule No: 12-598.1

DEPARTMENT OF PUBLIC SAFETY
 598 - SCIENTIFIC CRIME DETECTION LABORATORY

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 record series are confidential under Article 1, Section 22 of the Alaska State Constitution. This schedule supersedes #122802.

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 4/27/09
Attorney General/Designee <i>Original signature held on file.</i>	Date 5/29/09	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 6/5/09
State Archivist <i>Original signature held on file.</i>	Date 6/10/09	Records Analyst <i>Original signature held on file.</i> Date 4/10/09

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Crime Lab Case Files This series consists of copies of laboratory reports and original worksheets, notes, diagrams, photographs, spectrographs, and Request of Laboratory Services (chain of custody).</p> <p>Arranged numerically by Crime Lab case file number.</p>		C+50	Y	<p>C = Until case is closed.</p> <p>Records are confidential until conclusion of criminal court disposition of case.</p> <p>JUSTIFICATION FOR "C+50" RETENTION: Legal. There is a potential for future litigation as a defendant may be granted a new trial many years after a conviction.</p> <p>Annual accrual rate is approximately 12 cubic feet.</p>
<p>002 - Crime Lab Latent Fingerprint Files This series includes latent lifts, photographs, and copies of ten print cards.</p> <p>Arranged numerically by Crime Lab case file number.</p>		C+50	Y	<p>C = Until case is closed.</p> <p>Records are confidential until conclusion of criminal court disposition of case.</p> <p>JUSTIFICATION FOR "C+50" RETENTION: Legal. There is a potential for future litigation as a defendant may be granted a new trial many years after a conviction.</p> <p>Annual accrual rate is approximately 4.5 cubic feet.</p>
<p>003 - Breath Alcohol Program Files Records series includes original breath test instrument files (arranged numerically by instrument serial number); certificate files for breath test operator and supervisors (copies, arranged numerically by identification number); Requests for Certification/Recertification files for breath test operators and supervisors (originals, arranged chronologically by calendar year.)</p>		C+6	Y	<p>C = Until the instrument is no longer used in the field.</p> <p>Nonconfidential.</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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