



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: 641      Schedule No: 12-641.1**

DEPARTMENT OF PUBLIC SAFETY

DIVISION OF ALASKA STATE TROOPERS

641 - ALASKA BUREAU OF ALCOHOL & DRUG ENFORCEMENT (ABADE)

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 series may contain confidential material under AS 40.25.120 (6) or the Alaska Constitution, Article 1, Section 22. This schedule supersedes #123000.

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 7/31/06
Attorney General/Designee <i>Original signature held on file.</i>	Date 8/22/06	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 8/29/06
State Archivist <i>Original signature held on file.</i>	Date 9/1/06	Records Analyst <i>Original signature held on file.</i> Date 7/20/06

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Investigative Case Files</b>                      This series documents ABADE investigations and consists of the following: interview notes, copies of court documents, evidence, cataloging data, correspondence, Form 12-201's, etc.</p> <p>Arranged by case number.</p>		T		<p>T = Until case is closed. After two years entire case file/report is transferred to the Department of Public Safety, Records &amp; Identification Section for microfilming.</p> <p>Some data is entered into APSIN (Alaska Public Safety Information Network).</p>
<p><b>002 - Dispatch Cards/Log Books</b>                      This series documents original calls that the operation center receives and provides initial information regarding a case. This results in a case number being assigned.</p> <p>Arranged by case number.</p>		5		<p>Some data is entered into APSIN (Alaska Public Safety Information Network).</p>
<p><b>003 - Investigative Photographs</b>                      This series consists of photographs taken relative to investigations (item #001).</p> <p>Arranged by case number.</p>		100		<p>The photographs are not transferred with the Case Files (item #001) to the Records &amp; Identification Section.</p> <p>Justification for 100-year retention: Administrative need. Some unsolved cases remain open for decades.</p> <p>Annual accrual rate is approximately .25 cubic foot.</p>
<p><b>004 - Audio Recordings</b>                      This series consists of audio tape/cd recordings taken relative to investigations (item #001).</p> <p>Arranged by case number.</p>		10		<p>Retain 10 years unless administrative need to retain longer.</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><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>005 - Undercover Records</b>                      This series consists of highly sensitive material relating to undercover informants, operatives and other restricted information generated and received by ABADE. Also includes buy funds undercover transaction receipts and photographs.</p> <p>Arranged alphabetically/numerically/date chronology.</p>		50		<p>Justification for 50-year retention: Administrative need. Some unsolved cases remain open for decades.</p> <p>Annual accrual rate is approximately 2 cubic feet.</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 align="center"><b>Retention Key</b></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"><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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