

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Health and Social Services Division of Alaska Pioneer Homes

Authority: Under AS 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule.

If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.

Disposition: The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the *Alaska General Records Retention Schedules*, the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.

Archival Value: Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).

Format and Media: Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005.

Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Essential Designation: Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).

Copies: Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).

Supersedence: This schedule supersedes: 06-64.1, Department of Health and Social Services, Division of Alaska Pioneer Homes

Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated.		Agency CEO/ Division Director <i>Original signature held on file.</i>	Date: 1/23/2020
Attorney General/Designee <i>Original signature held on file.</i>		Tina Cochran, Admin Ops Mgr II, Alaska Pioneer Homes, Dept. of Health and Social Services	
Alan Birnbaum, Chief Assistant Attorney General, Department of Law	Date: 2/26/2020	Commissioner of Administration/Designee <i>Original signature held on file.</i>	Date: 1/28/2020
State Archivist <i>Original signature held on file.</i>		Hans Zigmund, Director, Division of Finance, Department of Administration	
Karen Gray, State Archivist	Date: 3/10/2020	Records Analyst <i>Original signature held on file.</i>	Date: 3/10/2020
		Jennifer Treadway, State Records Manager	

Department of Health and Social Services; Division of Alaska Pioneer Homes

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Resident Administrative Files</p> <p>This series consists of resident applications and may include correspondence, power of attorney, living will, payment assistance application, resident contracts, and other related documents.</p>	7	Yes	<p>Dispose of records seven years after resident is no longer at the home.</p> <p>Not subject to disclosure per AS 40.25.120.</p>
2	<p>Resident Medical Record (aka Chart)</p> <p>This series consists of medication sheets, dietary consent forms, rehabilitation therapy notes, care plans, court documents, nursing assessment records, and other resident documentation.</p>	7	Yes	<p>Dispose of records seven years after resident is no longer at the home.</p> <p>Not subject to disclosure per AS 40.25.120.</p>
3	<p>Resident Trust Account Records</p> <p>This series consists of worksheets, statements, checks, and deposit slips.</p>	7		<p>Dispose of records seven years after resident is no longer at the home.</p>
4	<p>Monthly Recreational Activity Schedule</p> <p>This series consists of a daily activity schedule for residents including social, physical, and religious events. A calendar is supplemental to the schedule.</p>	1		<p>Dispose of records one year after date created.</p>
5	<p>Suspended Active Waitlist Files</p> <p>This series consists of all documentation required for an applicant to be placed on the active waitlist, including medical information. Applicants are suspended upon their request, or when they no longer meet eligibility requirements.</p>	7	Yes	<p>Dispose of records seven years after death or notice that applicant no longer meet eligibility requirements.</p> <p>Not subject to disclosure per AS 40.25.120.</p>

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
6	<p>Suspended Inactive Waitlist Files</p> <p>This series consists of all documentation required for an applicant to be placed on the inactive waitlist. Applicants are suspended upon their request, or when they no longer meet eligibility requirements.</p>	1	Yes	<p>Dispose of records one year after death or notice that applicant no longer meets eligibility requirements.</p> <p>If applicant was ever on the active waitlist, follow the Suspended Active Waitlist File retention.</p> <p>Not subject to disclosure per AS 40.25.120.</p>
7	<p>Incomplete Waitlist Applications</p> <p>This series consists of all documentation required for an applicant to gain placement on either the active or inactive waitlist, but applicant did not complete all requirements.</p>	60 days		<p>Dispose of incomplete application sixty days after applicant is notified that application is incomplete.</p> <p>Not subject to disclosure per AS 40.25.120.</p>

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