



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: 169 Schedule No: 06-169.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 DIVISION OF BEHAVIORAL HEALTH
 169 - TREATMENT & RECOVERY SECTION

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 nonconfidential. This schedule supersedes #60504.

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 -
Attorney General/Designee <i>Original signature held on file.</i>	Date 11/2/2009	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 12/10/2009	Records Analyst <i>Original signature held on file.</i>
		Date 8/13/2009

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Legal Issues/Hearing Files Includes appeals on services or licenses for the Designated Evaluation and Stabilization/Treatment (DET) program, Recipient Support Services (RSS), Substance Abuse client Travel and assisted living homes that have been denied. Files may also include incident reports involving client safety correspondence and resolution of the issue. If litigation occurs, copy of file is transferred to the Department of Law. The division may maintain a reference copy until issue is settled.</p>		C+6		<p>C = Until issue is resolved.</p> <p>Confidential under 42 CFR; AS 47.05; AS 47.24; AS 47.30; AS 47.31; AS 47.37; 7 AAC 13; 7 AAC 71; 7 AAC 72; 7 AAC 78 and 7 AAC 81.</p> <p>Record copy is maintained by Central Office, Treatment & Recovery section.</p>
<p>002 - Assistance Payment Files Files document information necessary for billing and payment of client Designated Evaluation and Stabilization/Treatment (DET) program services, hospitalizations, mental health evaluations, escort and/or client travel, involuntary commitments, recipient support services, substance abuse client travel, rural human initiative, and adult residential care.</p>		7		<p>Justification For 7 Year Retention: Administrative Need.</p> <p>Confidential under 42 CFR; AS 47.05; AS 47.24; AS 47.30; AS 47.31; AS 47.37; 7 AAC 13; 7 AAC 71; 7 AAC 72; 7 AAC 78 and 7 AAC 81.</p>
<p>003 - Alaska Medicaid Recipient and Provider Information Necessary information is acquired through the Medicaid Information Management System (MMIS), Health Eligibility Information System (HEIS), Services Tracking, Analysis and Reporting System (STARS) and the Juneau Claims and Enrollment (JUCE) database. This information is used for assessing services needs, monitoring grantee service implementation and evaluation of service effectiveness. The information includes, but is not limited to: recipient personal information, provided information, diagnosis, procedures, dates of services and payment information.</p>		7		<p>Justification For 7 Year Retention: Administrative Need.</p> <p>Confidential under 42 CFR; AS 47.05; AS 47.24; AS 47.30; AS 47.31; AS 47.37; 7 AAC 13; 7 AAC 71; 7 AAC 72; 7 AAC 78 and 7 AAC 81.</p> <p>Systems administered by the Division of Health Care Services.</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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