



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: 188 Schedule No: 06-188.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 DIVISION OF BEHAVIORAL HEALTH
 188 - POLICY & PLANNING SECTIONS

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 #61103.

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 8/7/2009
Attorney General/Designee <i>Original signature held on file.</i>	Date 8/7/2009	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 8/17/2009	Records Analyst <i>Original signature held on file.</i>
		Date 6/23/2009

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Alaska Automated Information Management System (AKAIMS) The Alaska automated Information Management System (AKAIMS) is an evolving, web-based application and database that serves dual purposes as a management information system (MIS) and clinical documentation tool. As a MIS tool, the system allows the division to meet current and emerging state and federal reporting requirements. As a clinical documentation tool, AKAIMS provides an agency the ability to create a full Electronic Medical Record (ERM) compliant with HIPAA and 42-CFR Part II standards. Continued in remarks section.</p>		PO		<p>AKAIMS assess patients, administers facilities, manages waitlists and collects outcome measurement data in real-time via a secure, web based framework.</p> <p>Retention is to meet administrative need.</p> <p>Record Copy is maintained by Central Office. Duplicate files in Regional Offices may be destroyed as soon as administrative need is met but should not be retained longer than 7 years.</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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