



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: 192 Schedule No: 06-192.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 DIVISION OF FINANCE & MANAGEMENT SERVICES
 192 - FACILITIES & PLANNING

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 #65202.

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 9/1/2011
Attorney General/Designee <i>Original signature held on file.</i>	Date 8/5/2011	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 8/24/2011
State Archivist <i>Original signature held on file.</i>	Date 9/2/2011	Records Analyst <i>Original signature held on file.</i> Date 9/1/2011

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Grant Files This series consists of copies of notification of grant award, agreement, special conditions, fiscal reports; correspondence related to grant monitoring, close-out documents, audit reports and recorded security agreements. Includes reports prepared by grantee documenting status, progress, or compliance with grant agreement. Information is maintained in MS Access Grant database.</p> <p>Arranged by grant number.</p>	H & D	C+20	Y	<p>C = Until federal audit is completed or grant closeout, whichever is later.</p> <p>Justification for "C+20" year retention: Administrative/Legal Need.</p>
<p>002 - Certificate of Need Files This series documents a regulatory activity resulting in approval or denial of a Certificate of Need allowing a health facility to complete a project relating to increases and decreases of health services or changes in the physical structure of a facility. Includes letters of intent, applications with supporting documentation, reviews and evaluations, public hearing records, copy of the decision and findings, and correspondence. Relates to changes in health services and/or changes in the physical structure of a facility.</p>	H	20	Y	<p>The Certificate of Need program no longer falls under the responsibility of the Faculties Section. Archived files will continue to be kept according to this schedule.</p> <p>Justification for "C+20" year retention: Administrative/Legal Need.</p> <p>Authority: AS 18.07.031; 7 AAC 07.</p> <p>If case goes to administrative hearing, refer to Commissioner's Office records retention and disposition schedule.</p>
<p>003 - Construction Project Files Plans, specifications, design, correspondence, budget, etc., for project and construction licensing.</p> <p>Arranged alphabetically by project.</p>	H	C+20	Y	<p>C = Until project is completed.</p> <p>Justification for "C+20" year retention: Administrative/Legal Need.</p> <p>Construction As-Builts will be retained for the life of the buildings. Ownership resides with the state.</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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004 - Capital Funding Allocation Plan This series consists of correspondence, division request, meeting minutes, and draft/final plan. Arranged by fiscal year.	H & D	C		C = Until obsolete, superseded or business need is concluded.
005 - Health Facilities Inventory Project The HFIP consists of information on acute, specialized and long-term health facilities in Alaska, and; various facility and patient data. Information is maintained in a MS Access database.	H & D	C		C = Until obsolete, superseded or business need is concluded.
006 - State Health Plan The State Health Plan consists of a general description of health care in Alaska, including goals for the future.	H	C		C = Until obsolete, superseded or business need is concluded.
007 - Database Directory This directory lists databases maintained within the department by division and section. Includes short descriptions of purpose, type of storage and retrieval system, reports or publications generated and a contact person for further information for each database.	D	C		C = Until obsolete, superseded or business need is concluded.
008 - Comprehensive Integrated Mental Health Plan (CIMHP) This series includes the results and indicators identified, discussed, and developed data strategies that are recommended then published. The electronic version is maintained in MS 97 SR-2 for administrative purposes (response to inquiries, meeting materials, ad hoc reports, etc). The current plan is available online at the Department of H&SS under publications.	H & E	PA	Y	CIMHP required according to AS 47.30.660. Final published hard copy distributed to: Governor's Council on Special Education & Developmental Disabilities; Mental Health Board; Alcoholism & Drug Abuse Board; Council on Aging; all DH&SS divisions; and the Alaska Mental Health Trust Authority.

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