

# STATE OF ALASKA

## RECORDS RETENTION SCHEDULE

**Department of Health**  
**Division of Public Health**  
**Alaska State Public Health Laboratories**

**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: 06-209.1, Department of Health and Social Services, Division of Public Health, Laboratories

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 Original signature held on file.	Date: 5/1/2026
Attorney General/Designee Original signature held on file.		Commissioner of Administration/Designee Original signature held on file.	Date: 5/1/2026
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Elizabeth Dunayski, Director, Division of Finance, Department of Administration	
State Archivist Original signature held on file.		Records Analyst Original signature held on file.	Date: 5/1/2026
Karen Gray, State Archivist		Clayton Hainebach, State Records Manager	

Department of Health; Division of Public Health; Alaska State Public Health Laboratories

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p><b>Test Requisitions and Authorizations</b></p> <p>This series includes requests and approvals for lab work, including in connection with another lab.</p> <p><i>This record series does not apply to Forensic/Toxicology requests or Newborn Metabolic Screening Cards.</i></p>	3	Yes	<p>Dispose of records three years after the calendar year of receipt.</p> <p>Confidential per AS 18.15.365.</p> <p>Retention: 42 CFR § 493.1105(a)(1) and 42 CFR 73.17.</p>
2	<p><b>Test Reports</b></p> <p>This series includes reports (consisting of referral, final, preliminary, and corrected reports) disclosing the results of authorized testing.</p> <p><i>This record series does not apply to Forensic/Toxicology or Newborn Metabolic Screening reports.</i></p>	3	Yes	<p>Dispose of records three years after the calendar year of reporting.</p> <p>Confidential per AS 18.15.365.</p> <p>Retention: 42 CFR § 493.1105(a)(6) and 42 CFR 73.17.</p>
3	<p><b>Newborn Screening – Blood Spot Cards</b></p> <p>This series includes dried blood spot cards used for Newborn Metabolic Screening.</p>	3	Yes	<p>Dispose of records three years after the calendar year collected.</p> <p>Confidential per AS 18.15.365.</p> <p>Retention: 42 CFR § 493.1105(a)(1) &amp; (6).</p>
4	<p><b>Test Requisitions and Results – Forensic/Toxicology Testing</b></p> <p>This series includes the original test requisition and results associated with forensic/toxicology testing.</p>	50	Yes	<p>Dispose of records fifty years after the case is closed.</p> <p>Confidential per AS 18.15.365.</p> <p>Retention: 42 CFR § 493.1105(a)(1) &amp; (6), 42 CFR 73.17, and RRDS 12-598.1.</p>

Confidentiality citations are non-exhaustive and intended to guide compliant handling of protected records while respecting public access and archival obligations.

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
5	<p><b>Analytic System Records</b></p> <p>This series includes quality control and patient test records (including instrument printouts, if applicable) and records documenting all analytic systems activities.</p>	3	Yes	<p>Dispose of records three years after the calendar year of document creation.</p> <p>Retention: 42 CFR § 493.1105(a)(3) and 42 CFR 73.17.</p>
6	<p><b>Quality Assessment Records</b></p> <p>This series includes any records generated to assess the laboratory's quality management system, including proficiency testing records, raw data, reports, and reviews of challenge panels to measure staff competency.</p>	3	Yes	<p>Dispose of records three years after the calendar year of creation.</p> <p>Retention: 42 CFR § 493.1105(a)(4) &amp; (5) and 42 CFR 73.17.</p>
7	<p><b>Quality Assessment Records – Equipment, Validations, Verifications, and Test Procedures</b></p> <p>This series includes maintenance and calibration records from diagnostic analyzers used for reporting patient results. It also encompasses records of test system performance specifications that the laboratory establishes or verifies for the period the laboratory uses the test system. Additionally, this series includes laboratory procedures, job aids, and completed forms directly related to testing processes.</p>	3	Yes	<p>Dispose of records three years after the calendar year of discontinued use of the equipment, test system, or testing process.</p> <p>Retention: 42 CFR § 493.1105(a)(2) &amp; (3)(i) &amp; (5) and 42 CFR 73.17.</p>
8	<p><b>Supply Requests</b></p> <p>This series includes supply request forms describing supplies distributed by the Alaska State Public Health Laboratories.</p>	1	Yes	<p>Dispose of records one year after the calendar year of document creation.</p>

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
9	<p><b>Clinical Laboratory Improvement Amendments (CLIA) Survey Documents</b></p> <p>This series includes records associated with CLIA surveys performed by State of Alaska employees.</p>	7	Yes	<p>Dispose of records seven years after the calendar year of document creation.</p> <p>Retention: State Operations Manual Chapter 6, 6138.</p>
10	<p><b>Radiological Health Program – Facility Inspections</b></p> <p>This series includes records associated with inspections performed by State of Alaska employees of facilities using radiological devices for any purpose.</p>	12	Yes	<p>Dispose of records twelve years after the calendar year of document creation.</p>
11	<p><b>Radiological Health Program – Qualified Experts</b></p> <p>This series includes records associated with approving the qualifications for Qualified Medical Physicists (QMPs or “Qualified Experts”) for servicing radiological devices at registered facilities.</p>	30	Yes	<p>Dispose of records thirty years after approval.</p>