

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Health
Division of Public Health
Section of Epidemiology

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: 06-214.2, Department of Health and Social Services, Division of Public Health, Section of Epidemiology

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: 12/23/2025
Attorney General/Designee Original signature held on file.		Joseph McLaughlin, Chief, Section of Epidemiology, Division of Public Health	
Alan Birnbaum, Chief Assistant Attorney General, Department of Law	Date: 2/6/2026	Commissioner of Administration/Designee Original signature held on file.	Date: 3/9/2026
State Archivist Original signature held on file.	Date: 3/10/2026	Elizabeth Dunayski, Director, Division of Finance, Department of Administration	
Karen Gray, State Archivist		Records Analyst Original signature held on file.	Date: 3/17/2026
		Clayton Hainebach, State Records Manager	

Department of Health; Division of Public Health; Section of Epidemiology

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Patient Charts (Chronic Reportable Infections)</p> <p>This series includes syphilis and tuberculosis (TB) charts on infected individuals, lab reports, and all other related medical records pertaining to infected individuals.</p>	7	Yes	<p>Dispose of records seven years after calendar year created.</p> <p>Confidential per AS 18.15.365.</p>
2	<p>Patient Charts (HIV Infections)</p> <p>This series includes human immunodeficiency virus (HIV) charts on infected individuals, lab reports, and all other related medical records pertaining to infected individuals.</p>	Permanent	Yes	<p>Retain records permanently under agency authority.</p> <p>Confidential per AS 18.15.365.</p>
3	<p>TB Patient Consultations</p> <p>This series includes reports of TB consultations and recommendations based on chest x-rays.</p>	7	Yes	<p>Dispose of records seven years after calendar year created.</p> <p>Confidential per AS 18.15.365.</p>
4	<p>Outbreak Investigation Files</p> <p>This series includes investigation files consisting of lab results, interviews, related correspondence, and reports created after the Section of Epidemiology has investigated an outbreak, unusual cluster, or trend of illness or a condition of public health importance.</p>	7	Yes	<p>Dispose of records seven years after calendar year created.</p> <p>Confidential per AS 18.15.365.</p>
5	<p>Drug Room Records</p> <p>This series includes pharmaceutical invoices, inventory records, prescription drug records, and TB medication completion reports.</p>	7	Yes	<p>Dispose of records seven years after calendar year received.</p> <p>Confidential per AS 18.15.365.</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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6	<p>Infectious Disease Databases</p> <p>This series includes electronic reports of any infectious conditions. Data elements may include age, sex, race, location, and other information related to patient tracking of active disease.</p>	Current	Yes	<p>Retain most current information.</p> <p>Confidential per AS 18.15.365.</p>
7	<p>Environmental Public Health Laboratory Reports</p> <p>This series includes tests conducted to capture cases of suspected toxic or hazardous exposures including related data of incidence and demographics of tested persons.</p>	20	Yes	<p>Dispose of records twenty years after calendar year created.</p> <p>Confidential per AS 18.15.365.</p>
8	<p>Environmental Public Health Program Consultation Reports</p> <p>This series includes documents and data used to develop health consultation reports and health impact assessments.</p>	Permanent	Yes	<p>Retain records permanently under agency authority.</p> <p>Confidential per AS 18.15.365.</p>
9	<p>Immunization Reports (Individual Provider Vaccine Ordering Information)</p> <p>This series includes orders, temperature logs, usage reports, and waste reports.</p>	3		<p>Dispose of records three years after calendar year created.</p>
10	<p>Immunization Information System</p>	Current	Yes	<p>Retain most current information.</p> <p>Confidential per AS 18.15.365.</p>

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