



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 217 Schedule No: 06-217.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 DIVISION OF PUBLIC HEALTH
 217 - BUREAU OF VITAL STATISTICS

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #66002.

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	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date	Records Analyst <i>Original signature held on file.</i>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Birth Certificates Certificates of live and delayed births.</p> <p>Arranged in annual volumes by Recording District, and then by certificate number through 1988; arranged in annual volumes by certificate number 1989 - current.</p>		PO	Y	<p>Birth records are confidential for 100 years under AS 18.50.310(f).</p> <p>Delayed births are included at the end of annual birth volumes.</p> <p>Refer to item #020 for local recording district Birth Records.</p>
<p>002 - Birth Index & Delayed Birth Index Index to birth and delayed birth records.</p> <p>Arranged alphabetically by child name.</p>		PO	Y	<p>Birth records are confidential for 100 years under AS 18.50.310(f).</p> <p>The birth index includes all birth records prior to 1989. Birth records after April 1, 1989 are accessed via the Vital Statistics Database (refer to item #033).</p> <p>Refer to item #020 for local recording district Birth Records.</p>
<p>003 - Delayed Birth Case Files This series documents registrations which were recorded at some time subsequent to the birth. Includes: applications for registration, correspondence, Vital Records Section research documents, family histories and fee payment.</p> <p>Arranged by case file number.</p>		PO	Y	<p>Birth records are confidential for 100 years under AS 18.50.310(f). Applications are kept in suspense until a certificate is issued, or the applicant's death is confirmed.</p> <p>Delayed birth certificates are administered permanently because it is becoming more common for persons to attempt to illegally establish identity through the delayed birth process.</p> <p>Refer to item #020 for local recording district Birth Records.</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>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>004 - Substitute Birth Certificates Index Index to birth certificates of adopted children, circa 1950 - 1977.</p> <p>Arranged alphabetically by adoptive name.</p>		PO	Y	<p>Birth records are confidential for 100 years under AS 18.50.310(f).</p> <p>This records series has been superseded by the Vital Statistics Database (see item #033), but the index is used to locate older records.</p> <p>Refer to item #020 for local recording district Birth Records.</p>
<p>005 - Affidavits of Paternity & Supporting Documentation Series includes: sworn statements of Paternity, requests for substitute birth certificate, correspondence, receipts for filing payments, staff notes, and other supporting documentation for issuing substitute birth certificates.</p> <p>Arranged by case file number.</p>		PO	Y	<p>This records series is sealed under AS 18.50.220(a)(1&2) and AS 18.50.500.</p>
<p>006 - Adoption Case Files This series consists of adoption records transmitted by local courts to the State Registrar and includes: Report of Adoption, correspondence, requests for substitute birth certificate, receipts, and requests for contact between adoptees/birth parents.</p> <p>Arranged by case number.</p>		PO	Y	<p>This records series is sealed under AS 18.50.220(a)(1&2) and AS 18.50.500.</p>
<p>007 - Reports of Adoptions (Out of State Births) This series consists of Reports of Adoption for children born outside Alaska. The BVS transmits the original form with court seal to the vital statistics agency in the appropriate state.</p> <p>Arranged by case number.</p>		PO	Y	<p>This records series is sealed under AS 18.50.220(a)(1&2) and AS 18.50.500.</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>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>008 - Corrected Certificate Case Files This series documents corrected certificates relating to Adoptions, Legitimations and Paternity. Consists of: correspondence relating to the update of birth records including supporting documents, receipts for registration, and corrections services.</p> <p>Arranged alphabetically by child name.</p>		PO	Y	This records series is sealed under AS 18.50.220(a)(1&2) and AS 18.50.500.
<p>009 - Marriage Certificates Arranged in annual volumes by Recording District and then by certificate number.</p>		PO	Y	Marriage records are confidential for 50 years under AS 18.50.310(f). Refer to items #021 - #023 for local recording district Marriage Records.
<p>010 - Marriage Index Includes all marriage records from 1884 to current.</p> <p>Arranged alphabetically by name of bride and groom.</p>		PO	Y	Marriage records are confidential for 50 years under AS 18.50.310(f). This records series has been superseded by the Vital Statistics Database (item #034), but the index is used to locate older records.
<p>011 - Reports of Divorce This report serves as the Certificate of Divorce and is transmitted to BVS by the local courts.</p> <p>Arranged annually by Judicial District, and then by case number.</p>		PO	Y	Divorce records are confidential for 50 years under AS 18.50.310(f). Refer to item #021 for local recording district Divorce Records.

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 align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
--	--	--

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>012 - Divorce Index Includes all divorces from 1951 to current. Arranged alphabetically by name of husband.</p>		PO	Y	<p>Divorce records are confidential for 50 years under AS 18.50.310(f). This index has been superseded by the Vital Statistics Database (item #034), but the index is used to locate older records. Refer to item #021 for local recording district Divorce Records.</p>
<p>013 - Fetal Death Certificates Bound in annual volumes by Recording District and then by certificate number. These certificates are not indexed.</p>		PO	Y	<p>Death records are confidential for 50 years under AS 18.50.310(f). Refer to item #021 for local recording district Death Records.</p>
<p>014 - Death Certificates Arranged in annual volumes by Recording District and then by certificate number.</p>		PO	Y	<p>Death records are confidential for 50 years under AS 18.50.310(f). Refer to item #021 for local recording district Death Records.</p>
<p>015 - Death Index Includes all deaths 1929 - 1988. Arranged alphabetically by name.</p>		PO	Y	<p>Death records are confidential for 50 years under AS 18.50.310(f). This index has been superseded by the Vital Statistics Database (item #034), but the index is used to locate older records. Refer to item #021 for local recording district Death Records.</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>
--	--	--

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>016 - Verification/Certification Requests This series consists of correspondence requesting certified vital records.</p> <p>Arranged by event (birth, delayed birth, fetal death, marriage, divorce, death), and then by date of event.</p>		5	Y	<p>This records series is confidential under AS 18.50.310(f).</p> <p>These records may be needed for investigation purposes (fraudulent request for vital records).</p>
<p>017 - Marriage License Dockets This series consists of marriage license applications. Includes: names of parties, biographical data and information about previous marriages.</p> <p>Arranged chronologically and then alphabetically by names of parties.</p>		PA		<p>Marriage License Dockets are public records under AS 25.05.191 & 7 AAC 05.610.</p> <p>The affidavit and petition for waiver of physical examination and laboratory test, and any hearings thereon, shall not be open to the public and must be kept confidential under 7 AAC 05.610.</p> <p>Refer to item #022 for local recording district Marriage License Dockets.</p>
<p>018 - Verification/Certification Requests This series consists of Verification/Certification Requests maintained by the registrars of the local recording districts. Consists of correspondence requesting certified vital records.</p> <p>Arranged by event (birth, delayed birth, fetal death, marriage, divorce, death), and then by date of event.</p>		PO	Y	<p>This records series is confidential under AS 18.50.310(f).</p> <p>These records may be needed for investigation purposes (fraudulent request for vital records).</p>
<p>019 - Certificates (Birth/Delayed Birth, Marriage, Divorce, Death, Fetal Death/Still Birth) Microfilm Masters Includes births and delayed births 1874 to date; marriages 1884 to date; divorces 1951 to date; deaths 1929 to date; fetal deaths/still births, 1949 to date.</p> <p>Arranged by type, and then by certificate number.</p>	M	PA	Y	<p>Two masters are microfilmed monthly. The BVS transfers one master to the State Archives and one to the National Center for Health Statistics.</p> <p>This records series is confidential under AS 18.50.220(a)(1&2), AS 18.50.310(f) & AS 18.50.500.</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>
--	--	--

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
020.1 - Birth & Delayed Birth Recorder's Copies (Pre-1959 Recorder's Copies) Arranged in chronological volumes, and then alphabetically by name.		PA	Y	Birth records are confidential for 100 years under AS 18.50.310(f). Local recording districts may transfer pre-1959 recorder's copies directly to the State Archives.
020.2 - Birth & Delayed Birth Recorder's Copies (Post-1959 Recorder's Copies) Arranged in chronological volumes, and then alphabetically by name.		10	Y	Birth records are confidential for 100 years under AS 18.50.310(f).
021.1 - Marriage, Divorce & Death Recorder's Copies (Pre-1959 Recorder's Copies) Arranged in chronological volumes, and then alphabetically by name.		PA	Y	Marriage and death records are confidential for 50 years under AS 18.50.310(f). Local recording districts may transfer pre-1959 recorder's copies directly to the State Archives.
021.2 - Marriage, Divorce & Death Recorder's Copies (Post-1959 Recorder's Copies) Arranged in chronological volumes, and then alphabetically by name.		10	Y	Marriage and death records are confidential for 50 years under AS 18.50.310(f).
022 - Marriage License Dockets This series consists of marriage license applications maintained by the registrars of the local recording districts. Includes: names of parties, biographical data and information about previous marriages. Arranged chronologically and then alphabetically by names of parties.		PA		Marriage License Dockets are public records under AS 25.05.191 & 7 AAC 05.610. The affidavit and petition for waiver of physical examination and laboratory test, and any hearings thereon, shall not be open to the public and must be kept confidential under 7 AAC 05.610.
023 - Court Appointed Marriage Commissioner Records Consists of the local court original of judicial appointments (both permanent and one day appointments) for marriage commissioners. Includes: appointee name, statement of appointment, date of record and judge's signature.		1		Refer to item #033 for Vital Statistics original records.

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.

Retention Key A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	Format Key H = Hardcopy E = Electronic D = Database M = Microform	Bus. Ess = Business Essential 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
--	--	--

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>024 - Certificate Transmittals [Form No. 606] Copies of monthly lists of certificates forwarded to State Registrar for births, adoptions, marriages, divorces and deaths. Includes: name, certificate number and date of birth.</p> <p>Arranged by Recording District number.</p>		2		
<p>025 - Burial Transit Permits (Stub Only) This series is maintained by the registrars of the local recording districts to document transfer of a body for removal, autopsy, cremation or burial.</p> <p>Arranged chronologically.</p>		1		
<p>026 - Corrected Certificate Case Files (Nonadoptions) This series consists of correspondence relating to corrected vital records data. May include: copies of affidavits, medical records, certificates for which correction was requested, and other supporting documents.</p> <p>Arranged chronologically by year that change was requested.</p>		PA	Y	This records series is confidential under AS 18.50.310(f).
<p>027 - Fraudulent Case Files Consists of requests for new certificates, or a change in the existing certificate, due to a fraudulent original certificate. Includes correspondence and supporting documents.</p> <p>Arranged alphabetically by client.</p>		10		This records series is confidential under AS 18.50.310(f).
<p>028 - Invalid, Duplicate & Unregistered Certificates This series documents cases in which the BVS declined to register an event due to incorrect or challenged data. Includes correspondence, supporting documents and copies of invalid certificates.</p> <p>Arranged by reason records are invalid. (Also called missing numbers).</p>		10		This records series is confidential under AS 18.50.310(f).

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>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>029 - Legal Name Change Support Files Under AS 18.50.290 & 7 AAC 05.900 this series documents Change of Name. Includes: reports of Change of Name (certified copy of court order forwarded by Court), supporting material (used by the BVS to correct certificates) and, reports for individuals born in Alaska/out-of-state.</p> <p>Arranged chronologically by the individual's new name.</p>		PA	Y	
<p>030 - Federal Contract Files This series consists of contracts with federal agencies to provide information and copies of documents for which the federal government reimburses the BVS. Includes: contracts with the NCHS to provide statistical data and the Consumer Product Safety Commission to provide copies of death certificates when a commercial product was involved in the death, billing documents, and correspondence.</p> <p>Arranged alphabetically by name.</p>		C+3		<p>C = Until contract is terminated.</p> <p>NCHS = National Center for Health Statistics</p> <p>Under AS 09.10.053 Statute of Limitations for contract cases is 3 years.</p>
<p>031 - Out-of-State Births & Deaths Case Files This series documents reciprocal exchange of certificates with other states when: 1) a child is born in another state to Alaska residents; 2) a child is born in Alaska to nonresidents; 3) an Alaska resident dies while in another state; 4) a nonresident dies while in Alaska. Includes copies of certificates sent/received and transcripts of nonresident exchanges made.</p> <p>Arranged chronologically.</p>		C+2		<p>C = Until statistics are published in the Vital Statistics Annual Report.</p> <p>This records series is confidential under AS 18.50.310(f).</p> <p>Original certificates are filed in Birth & Death Files.</p>
<p>032 - Foreign Born Certificates This series documents children born outside the United States that were adopted by Alaska residents. The certificate serves as a Record of Birth and Report of Adoption and includes: child name, birthplace, names of adoptive parents, and a statement that this is not a naturalization record.</p>		PA	Y	<p>This records series is sealed under AS 18.50.220 (a)(1&2) and AS 18.50.500.</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>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>033 - Court Appointed Marriage Commissioner Records (Original) This series consists of the State Registrar's copy of judicial appointments (both permanent and one day appointments) for those individuals that in accordance with AS 25.05.081 may perform marriages. Includes: appointee name, statement of appointment, date of record and judge's signature.</p> <p>Unarranged.</p>		3		Refer to item #023 for local recording district copy.
<p>034 - Vital Statistics Database These vital statistics are captured: births, deaths, marriages, divorces, adoptions, fetal deaths. When cause of death can be established, it is listed. This database is used for statistical analysis and for issuing certified documents (certificates) of vital events.</p>		C		C = Until information is obsolete, superseded or business need is concluded. Retention must comply with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records). Confidential under AS 18.50.310(f).
<p>035 - Index to Vital Statistics This paper index was printed from the Vital Statistics Database (item #034) on an irregular basis until August 1, 1989.</p> <p>Arranged alphabetically by name.</p>		C		C = Until superseded, obsolete or administrative/management need is met. This index is confidential under AS 18.50.310(f).

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 align="center">Retention Key</p> <p>A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)</p>	<p align="center">Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p align="center">Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
--	--	--