

# STATE OF ALASKA

## RECORDS RETENTION SCHEDULE

**Department of Health**  
**Division of Public Health**  
**Health Analytics and Vital Records**

**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: 06-217.1, Department of Health and Social Services, Division of Public Health, Bureau of Vital Statistics

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/ Chair	Date:
		Original signature held on file.	12/26/2025
		Abigail Newby-Kew, Chief, Health Analytics and Vital Records	
Attorney General/Designee	Date:	Commissioner of Administration/Designee	Date:
Original signature held on file.	2/6/2026	Original signature held on file.	3/9/2026
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Elizabeth Dunayski, Director, Division of Finance, Department of Administration	
State Archivist	Date:	Records Analyst	Date:
Original signature held on file.	3/10/2026	Original signature held on file.	3/12/2026
Karen Gray, State Archivist		Clayton Hainebach, State Records Manager	

Department of Health; Division of Public Health; Health Analytics &amp; Vital Records

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p><b>Birth Records</b></p> <p>This series consists of certificates of live and delayed births, indexes to live and delayed birth records, registrations that were recorded after the birth, applications for registration, correspondence regarding registrations, and Health Analytics and Vital Records Section research documents.</p>	Permanent	Yes	<p>Retain records permanently under agency authority.</p> <p>Birth records are confidential for 100 years under AS 18.50.310.</p>
2	<p><b>Corrections and Amendments</b></p> <p>This series consists of sworn statements and other legitimations of paternity, requests for substitute birth certificates and supporting documentation for issuing substitute birth certificates, correspondence relating to the update of birth records including supporting documentation, and reports of name changes with supporting materials</p>	Permanent	Yes	<p>Retain records permanently under agency authority.</p> <p>This records series is confidential under AS 18.50.220 and AS 18.50.500.</p> <p>Retention: 7 AAC 05.990.</p>
3	<p><b>Adoption Case Files</b></p> <p>This series consists of adoption records transmitted by local courts to the State Registrar and includes reports of adoption, corrected certificates relating to adoptions, related correspondence, requests for substitute birth certificates, and requests for contact between adoptees/birth parents.</p>	Permanent	Yes	<p>Retain records permanently under agency authority.</p> <p>This records series is sealed under 7 AAC 05.740, AS 18.50.220, and AS 18.50.500.</p>
4	<p><b>Reports of Out-of-State Birth Adoptions</b></p> <p>This series consists of Reports of Adoption for children born outside Alaska.</p>	Permanent	Yes	<p>Retain records permanently under agency authority.</p> <p>This records series is sealed under 7 AAC 05.740, AS 18.50.220, and AS 18.50.500.</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>Marriage Records</b></p> <p>This series includes marriage certificates, marriage indexes, marriage license applications, and related correspondence.</p>	Permanent	Yes	<p>Retain records permanently under agency authority.</p> <p>Marriage records are confidential for 50 years under AS 18.50.310.</p> <p>Marriage license applications are subject to public inspection under AS 18.50.310.</p>
6	<p><b>Divorce Records</b></p> <p>This series includes certificates of divorce that are transmitted to Health Analytics and Vital Records by the local courts and divorce indexes.</p>	Permanent	Yes	<p>Retain records permanently under agency authority.</p> <p>Divorce records are confidential for 50 years under AS 18.50.310.</p>
7	<p><b>Fetal Death Certificates</b></p> <p>This series includes certificates of fetal death.</p>	Permanent	Yes	<p>Retain records permanently under agency authority.</p> <p>Death records are confidential for 50 years under AS 18.50.310.</p>
8	<p><b>Death Records</b></p> <p>This series includes death certificates and death indexes.</p>	Permanent	Yes	<p>Retain records permanently under agency authority.</p> <p>Death records are confidential for 50 years under AS 18.50.310.</p>
9	<p><b>Verification/Certification Requests</b></p> <p>This series consists of correspondence requesting certified vital records.</p>	5		<p>Destroy records five years after calendar year request was fulfilled.</p> <p>This records series is confidential under AS 18.50.310.</p>

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
10	<p><b>Burial Transit Permits</b></p> <p>This series documents the transfer of a body for removal, autopsy, cremation, or burial.</p>	1		<p>Destroy records one year after receipt.</p> <p>This records series is confidential under AS 18.50.310.</p>
11	<p><b>Corrected Certificate Case Files (Non-Adoptions)</b></p> <p>This series consists of correspondence relating to corrected vital records data. May include affidavits, medical records, certificates for which correction was requested, and other supporting documents.</p>	Permanent	Yes	<p>Retain records permanently under agency authority.</p> <p>This records series is confidential under AS 18.50.310.</p> <p>Retention: 7 AAC 05.990.</p>
12	<p><b>Foreign Born Certificates</b></p> <p>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>	Permanent	Yes	<p>Retain records permanently under agency authority.</p> <p>This records series is sealed under 7 AAC 05.740, AS 18.50.220, and AS 18.50.500.</p>
13	<p><b>Vital Statistics Database</b></p> <p>These vital statistics are captured: births, deaths, marriages, divorces, adoptions, fetal deaths, induced terminations of pregnancy, and medical marijuana registrations. 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>	Current		<p>Retain most current information.</p> <p>Confidential under AS 18.50.310 and AS 17.37.010.</p>

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14	<p><b>Alaska Cancer Registry</b></p> <p>This registry captures cancer patient data submitted from health care facilities. Data include demographics, location, gender, age, morbidity, and mortality.</p>	Current		<p>Retain most current information.</p> <p>Confidential under AS 18.05.042.</p>
15	<p><b>Health Facilities Data Reporting</b></p> <p>This series includes inpatient and outpatient discharge data from Alaska health care facilities. Data include diagnosis and procedure codes, length of stay, billed charges, expected source of payment, and patient demographics for each hospital discharge.</p>	Current		<p>Retain most current information.</p> <p>Confidential under AS 18.05.042.</p>
16	<p><b>Medical Marijuana Applications</b></p> <p>This series captures applicant information for medical marijuana cards.</p>	50		<p>Destroy records fifty years after receipt.</p> <p>Confidential under AS 17.37.010 and AS 18.05.042.</p>

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