



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: 574 Schedule No: 06-574.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF BEHAVIORAL HEALTH

574 - ALASKA PSYCHIATRIC INSTITUTE - VOLUNTEER AND REHABILITATION SERVICES

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 indicated, all record series are confidential under AS 40.25.120. This schedule supersedes #64421.

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 Ron Adler	Signature of Division Director <i>Original signature held on file.</i>	Date 7/18/2012
Attorney General/Designee <i>Original signature held on file.</i>	Date 10/8/2012	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 8/20/2012	Records Analyst <i>Original signature held on file.</i>
		Date 8/20/2012

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Volunteer & Senior Companion Files This series consists of annual reviews/evaluations, copies of contracts, time sheets, applications and job descriptions relating to the volunteer program. Participant files may be used as future employment references.</p> <p>Arranged alphabetically by name.</p>	H & E	C+3		C = Until file or contract is closed.
<p>002 - Donation File This series documents donor, dates and items donated to API. Includes correspondence and monthly status report.</p> <p>Arranged chronologically by month.</p>	H & E	CFY+2		
<p>003 - Patient Work Records This series consists of sign-in sheets, evaluations, etc... May be used as employment history.</p> <p>Arranged alphabetically by name.</p>	H & E	C+6		C = Until patient is released. Confidential under AS 40.25.120.
<p>004 - In-Patient Payroll Sheets Copies.</p> <p>Arranged alphabetically by name.</p>	H	C+6		C = Until patient is released. Confidential under AS 40.25.120.

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 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 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>
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