



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 575 Schedule No: 06-575.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF BEHAVIORAL HEALTH

575 - ALASKA PSYCHIATRIC INSTITUTE - PSYCHOLOGY DEPARTMENT AND MEDICAL DIRECTOR

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 #64432.

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>001.1 - Psychological Evaluations (Adults) This series consists of raw psychological test data with attached report. Also includes raw protocol, verbatim protocol, audio tapes, carbonless form packs, etc. and is necessary for comparable tracking and repeated across time assessments.</p> <p>Arranged alphabetically.</p>	E	C+10		<p>C = Until patient is discharged.</p> <p>This information can be released only to authorized professional staff or via court order per AS 48.030.845.</p> <p>Retention Authority: AS 18.20.085 (Hospital Records Retention).</p>
<p>001.2 - Psychological Evaluations (Minors) This series consists of raw psychological test data with attached report. Also includes raw protocol, verbatim protocol, audio tapes, carbonless form packs, etc. and is necessary for comparable tracking and repeated across time assessments.</p> <p>Arranged alphabetically.</p>	E	M+4/10		<p>M = Age of majority, which under AS 25.20.010 is age 18. Retain minor files for age of majority plus 4 years; or, 10 years, whichever is longer.</p> <p>This information can be released only to authorized professional staff or via court order per AS 48.030.845.</p> <p>Retention Authority: AS 18.20.085 (Hospital Records Retention).</p>
<p>002 - Psychology Service Office Practicum/Intern Students File These records document psychology student practicums or internships and are needed for reference whenever a person applies for state licensure. Indicates number of hours served; the exact nature of what was done, and how well; original contract; assessments; checklist; resume.</p>	H & E	C+50		<p>C = Until service with API is completed.</p> <p>Official Record Copy is maintained by the Psychology Department.</p>
<p>003 - Applications from Interested Doctors This series consists of a five page form, verifying training and experience.</p> <p>Arranged alphabetically by staff member.</p>	H	CY+4		Nonconfidential.

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>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>004.1 - Staff Credentials (State Employees - Originals) This series consists of certification records including letters of recommendation, diplomas, transcripts, state licenses from the Division of Occupational Licensing and correspondence. Arranged alphabetically by name.</p>	H	S*		<p>* = At time of scanning, records will be reduced to basic information. Some documents confidential under AS 39.25.080.</p>
<p>004.2 - Staff Credentials (State Employees - Scanned Copy) This series consists of certification records including letters of recommendation, diplomas, transcripts, state licenses from the Division of Occupational Licensing and correspondence. Arranged alphabetically by name.</p>	E	C+20		<p>C = Until employee terminates. Some documents are confidential per AS 39.25.080.</p>
<p>004.3 - Staff Credentials (Locum Tenens - Originals) This series consists of certification records including letters of recommendation, diplomas, transcripts, state licenses from the Division of Occupational Licensing and correspondence. Arranged alphabetically by name.</p>	H	S*		<p>* = At time of scanning, records will be reduced to basic information. Some documents are confidential per AS 39.25.080. "Locum Tenens" are substitute doctors.</p>
<p>004.4 - Staff Credentials (Locum Tenens - Scanned Copy) This series consists of certification records including letters of recommendation, diplomas, transcripts, state licenses from the Division of Occupational Licensing and correspondence. Arranged alphabetically by name.</p>	E	C+20		<p>C = Until employee terminates. Some documents are confidential per AS 39.25.080. "Locum Tenens" are substitute doctors.</p>
<p>005 - Medical Staff Bylaws This series consists of guidelines for the medical staff regarding the acceptance of patients, who staff will treat, for how long and what the medical director is required to do per the accreditation bodies.</p>	H	PA		<p>C = Until superseded/administrative need is met. Nonconfidential.</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.

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