



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: 576 Schedule No: 06-576.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF BEHAVIORAL HEALTH

576 - ALASKA PSYCHIATRIC INSTITUTE - NURSING AND PHARMACY DEPARTMENTS

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 or AS 08.80.315. This schedule supersedes #64442.

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> Date 8/16/2012
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 - Unit Schedules Unit schedules are a master schedule of employees' work schedules for a seven week period prepared by the nursing supervisor. The log shows employees' work hours by each unit for the night, day and evening shifts.</p> <p>Arranged chronologically by day.</p>	H & E	CY+2		
<p>002 - Daily Reports This series consists of the supervisor's worksheets listing units and staff assigned. Documents daily work performed and is utilized for analytical purposes.</p> <p>Arranged chronologically.</p>	H & E	CY+2		
<p>003 - Security Unit Logs This series consists of a staff signature log documenting routine security checks at the end of each Security Unit shift. This insures that checks are completed properly and provides supervisors with a record of accountable staff at the time of a problem.</p> <p>Arranged chronologically.</p>	H & E	CY+2		
<p>004 - Patient Locator Sheets Patient locator sheets indicate when patient checks were done and by whom, on every shift and in every unit. Consists of a series of check boxes marked off hourly and sometimes on the quarter hour, depending upon patient status.</p> <p>Arranged chronologically</p>	H	CY+2		Risk management or personnel investigations may require these sheets for verification purposes.
<p>005 - 24 Hour Nursing Report of Patient Status (Form 06-6033) Also known as the Nursing Office Report. These unit reports are delivered to the nursing supervisor at the end of each shift for analyses. The admission/discharge/transfer/pass movement on each unit is noted along with the listing of special status patients who may pose a suicide or escape risk.</p> <p>Arranged chronologically.</p>	H	CY+2		This information is documented in the patient's file (see the Health Information Management Records Retention Schedule) and patient movement is retained on the 24-Hour Admission/Discharge/Daily Census Sheets (see the Health Information Management Records Retention Schedule).

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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006 - Drug Dispensing/Inventory Sheets (Form 06-8001) This form lists the type of controlled substance dispensed and by/to whom; date issued; unit/vendor requesting; control number; quantity issued and received; and remaining quantity in stock. Arranged alphabetically by medicine name.	H	CY+4		
007 - Narcotic Reports (Form 06-8000) This form lists date, time, patient, unit, physician attending, dosage, nurse who administered and amount on hand. Arranged by control number.	H	CY+4		
008 - Prescriptions (Form 06-8003) Lists doctor, name of patient and dosage. Arranged by prescription number.	H	CY+4		
009 - Pick List Report This is a Health Information System report indicating medication that is placed in patient's drawer. It indicates what each unit requires and what is dispatched. Arranged chronologically.	H	1 Mo.		
010 - Adverse Drug Reaction Report (Form 06-14054) Documents the following reactions to drugs dispensed by the Pharmacy: unknown reactions; known reactions of a serious nature; death or carcinogenicity; drug and lab test interactions. Also references physical signs, symptoms, outcome and followup. Arranged chronologically.	H & E	CY+5		
011 - Recall Notices Consists of recall notices, telegrams, correspondence from vendors and pharmaceutical companies regarding drugs that should not be dispensed. Arranged chronologically.	H & E	CY+5		Nonconfidential.

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<p>012 - Medication Error Report (Form 06-14058) A nurse fills out this form if a medication error is made. There is a narrative synopsis of occurrence with appropriate followup. The data is tabulated and a summary is forwarded to Risk Management.</p> <p>Arranged chronologically by month.</p>	H & E	CY+5		
<p>013 - Patient Stored Medications (Form 06-14034) This is utilized when a patient brings medications into API. Documents number of containers, type of medicine, etc. which is returned to the patient when they leave.</p> <p>Arranged alphabetically by patient.</p>	H	C		C = Until patient no longer at API. Original in chart.

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