



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: 577      Schedule No: 06-577.1**

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF BEHAVIORAL HEALTH

577 - ALASKA PSYCHIATRIC INSTITUTE - HOUSEKEEPING DEPARTMENT

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 #64452 and does not include food services records, as these functions have been contracted out.

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
<b>001 - Linen Inventory</b> Performed annually by laundry staff.  Arranged chronologically.	H	CY		
<b>002 - Laundry Production</b> Monthly statement verifying production in poundage for blankets, towels, sheets, etc.  Arranged chronologically.	H	CY+1		
<b>003 - Cleanliness Inspections</b> This records series documents monthly inspections of the facility performed by the Housekeeping Supervisor. This hospital inspection report is arranged by areas of the facility and indicates tasks needing correction.  Arranged chronologically.	H	CY+1		

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"><b>Retention Key</b></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"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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