



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 578 Schedule No: 06-578.2

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF BEHAVIORAL HEALTH

578 - ALASKA PSYCHIATRIC INSTITUTE - PERSONNEL DEPARTMENT AND BUSINESS OFFICE

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 #06-578.1.

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 12/13/2012
Attorney General/Designee <i>Original signature held on file.</i>	Date 6/14/2013	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 1/10/2013	Records Analyst <i>Original signature held on file.</i>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Patient Financial Files This series consists of account receivables, third party billings and financial backup. A new file is opened for each admission. Arranged by patient name.	H	CFY+9		Confidential under AS 40.25.120. Restricted to Business Office staff.
002 - Patient Trust Account Records The patient trust account is established for monies patients bring into the Institute. This series consists of check copies, check registers, disbursement vouchers, deposit slips, trial balances, patient charges, receipts and cancelled checks. Ledger sheets are arranged alphabetically by name and checks numerically.	H	CFY+9		Confidential under AS 40.25.120. Restricted to Business Office staff. Money left in the account for over a year after the patient is discharged is sent to the Department of Revenue, Unclaimed Property.
003 - Depository Account Banking Files This series includes cash receipts information, banking transmittals for the API depository account (currently with First National Bank) and cafeteria/snack shack account. Arranged numerically by type and thereunder by deposit date.	H	CFY+9		Patient names are confidential under AS 40.25.120. Restricted to Business Office staff.
004 - Travel Accounting These records document travel approvals, per diem, transportation, etc.	H & E	CFY+9		Retention Authority: Medicare and Medicaid auditing requirements.
005 - Vendor Files This records series documents the purchase of commodities and services and includes: copies of financial transaction registers, delivery orders, purchase orders, logs, supply requisitions, advertising orders, invoices, confirmation of delivery receipts, container shipment records, bills of lading, and postage meter receipts.	H & E	CFY+9		Retention Authority: Medicare and Medicaid auditing requirements.
006 - Adjusting Entries (AJE's) AKSAS Documents include the Financial Transaction Reports and backup for adjusting journal entries and journal entry logs.	H & E	CFY+9		Retention Authority: Medicare and Medicaid auditing requirements.

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.

Retention Key	Format Key	Bus. Ess = Business Essential
A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)	PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	H = Hardcopy E = Electronic D = Database M = Microform
		1. Are necessary for emergency response 2. Are necessary to resume or continue operations