



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: 580      Schedule No: 06-580.1**

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF BEHAVIORAL HEALTH

580 - ALASKA PSYCHIATRIC INSTITUTE - MAINTENANCE AND SUPPLY 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 noted all record series are nonconfidential. This schedule supersedes #64482.

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 7/30/2012
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 8/28/2012	Records Analyst <i>Original signature held on file.</i>
		Date 8/27/2012

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Daily Boiler Log</b> Boiler gauges are read once a day and logged by the mechanic. Includes pressure and temperature readings for the feed water pump online; gasoline, natural gas and propane meter readings; city water pressure and shift notes.</p> <p>Arranged chronologically.</p>	H	CY+2		
<p><b>002 - Driver License Check</b> Driver license data for all staff.</p> <p>Arranged alphabetically by name.</p>	H	CY+2		
<p><b>003 - Mechanical Room Check</b> Pressure readings, temperatures and positions on the pumps, gauges and sensors are read once a day and logged by the mechanic.</p> <p>Arranged chronologically.</p>	H	CY+2		
<p><b>004 - Work Requests</b> Maintenance work requests for all work performed. Includes requestor, date, department, location, problem, assignment of requests and remarks.</p> <p>Arranged chronologically.</p>	H & E	CY+2		
<p><b>005 - Preventative Maintenance Checklist</b> Equipment checklists for switches, gauges, light bulbs, door hardware, gaskets, laundry and dishwashing equipment, etc.</p> <p>Arranged alphabetically by type.</p>	H	CY+2		Retain for 3 years for The Joint Commission accreditation surveys.
<p><b>006 - Requests for Supplies</b> Original in-house requests for stocked supplies, clothing, health and comfort items. Includes requestor, identification numbers, descriptions, quantities and approvals.</p> <p>Arrangement by Department.</p>	H	CY+2		Retain for 3 years for The Joint Commission accreditation surveys.

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 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"><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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>007- Federal Commodity Records</b>                      This series consists of records related to food items received through the United States Food &amp; Drug Administration (USFDA). Includes USFDA agreement, commodities description, receipts and correspondence. Reports are submitted every six months.</p> <p>Arranged chronologically.</p>	H & E	C		C = Until administrative need is met.

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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