



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: 62 Schedule No: 06-62.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 ALASKA PIONEER HOMES
 62 - CENTRAL ADMINISTRATIVE OFFICE

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are confidential under 2 AAC 40.150(b). This schedule supersedes #23203.

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	Signature of Division Director <i>Original signature held on file.</i>	Date 4/28/2003
Attorney General/Designee <i>Original signature held on file.</i>	Date 5/6/2003	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 5/12/2003
State Archivist	Date	Records Analyst <i>Original signature held on file.</i> Date 4/23/2003

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Special Projects This series consists of correspondence and information related to the administration of agency special projects such as pioneers homes.		C+3*		C = Until project is concluded or administrative/management need is met. * = Submit file titles for archival review prior to disposition.
002 - Computer System Documentation File Documentation file may include: program/system documentation. application software licenses/agreements, data systems/file specifications, codebooks, file layouts, user guides, usage/inventory reports, output specifications, security information, disaster recovery/backup procedures; and worldwide web page data, statistics and other development materials utilized in the creation/maintenance of the division's internet site.		C		C = Until documentation is obsolete, superseded or 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">Retention Key</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">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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