



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: 64 Schedule No: 06-64.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 ALASKA PIONEER HOMES
 64 - ALASKA PIONEER HOMES

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 AS 40.25.120(3). This schedule supersedes #67800.

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 4/19/2004
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/24/2004	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 4/29/2004	Records Analyst <i>Original signature held on file.</i>
		Date 4/16/2004

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Resident Administrative Files This series consists of resident application and may include: correspondence, power of attorney, living will, medical information and physical examination statement.</p> <p>Arranged alphabetically by resident name.</p>		C+6	Y	<p>C = Until resident is no longer at the home.</p> <p>Data from this fileset is entered into the Accu-Med Computer System. The Accu-Med provides a complete medical history of residents including: food requirements, drug interactions, physician's orders and allergies.</p>
<p>002 - Resident Medical Record (aka Chart) This series consists of medication sheets, dietary consent forms, rehabilitation therapy notes, court documents, nursing assessment records and other resident documentation.</p> <p>Arranged alphabetically by resident.</p>		C+6	Y	<p>C = Until resident is no longer at the home.</p> <p>Information from all disciplines will be entered into the Accu-Med system.</p>
<p>003 - Resident Trust Account Records Worksheets, statements, checks and deposit slips.</p> <p>Arranged alphabetically by resident.</p>		C+6		<p>C = Until resident is no longer at the home.</p>
<p>004 - Monthly Recreational Activity Schedule This series consists of a daily activity schedule for residents including social, physical and religious events. A calendar is supplemental to the schedule.</p> <p>Arranged chronologically.</p>		1		
<p>005 - Volunteer List Listing of current and available group/individual volunteers.</p> <p>Arranged alphabetically.</p>		C		<p>C = Until administrative need is met.</p>
<p>006 - Social Services Case Files This series consists of resident files containing copies of assessments, power of attorney, financial information, authorization letters.</p> <p>Arranged alphabetically by surname.</p>		C+6		<p>C = Until resident is no longer at the home.</p> <p>Social Services uses this as a reference file. All originals are located in the chart (see item #002).</p>

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>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>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>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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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>007 - Assisted Living File This includes an assisted living plan and assisted living contract for each resident. Arranged alphabetically by resident name.</p>		C+1		C = Until resident is no longer at the home.

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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