



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 67900

Agency ID #: 655

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF HEALTH & SOCIAL SERVICES</p> <p>OFFICE OF CHILDREN'S SERVICES</p> <p>FAMILY SERVICE UNIT</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit CFY - Current Fiscal Year CY - Current Year P - Permanent</p> <p>Numerals - Years in Addition to current year TO - Term of Office M - After Microfilming C - Current/or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

This is an entirely new records schedule. Some filesets listed on this schedule were previously on records schedule #55302 (Early Development Division, Obsolete). Statutory/Regulatory Authority: AS 47.14.100; AS 18.05.010-070; 7 AAC 50 (Community Care Licensing).

The Family Services Unit performs program development and field support in licensing of community care facilities, including assistance in investigations, revocations, litigation and regulations development. Licensing of these facilities is a preventative service that reduces predictable risks to the health, safety and well-being of children in out-of-home. Licensing requirements establish acceptable standards of care, while the licensing and monitoring processes provide support and quality control services to the care providers.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Direction	State Archivist		Date	Attorney General	Date
Sandy Sandoval, Dep. Comm.	<i>Original signature held on file.</i>		10/13/06	<i>Original signature held on file.</i>	10/9/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Original signature held on file.</i>	9/8/06	<i>Original signature held on file.</i>	8/25/06	<i>Original signature held on file.</i>	10/26/06

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Program Administration & Special Project Files: Correspondence, regulations, position papers, and information related to the administration of the Child Care Development Fund, Pre-School Certification program, and Alaska Children's Trust Special Projects include Alaska State Community Services I Commission, Child Indicators Project, Child Care Market Rate Survey, Even Start, the Stewart B. McKinney Homeless Grant, etc. Arrangement varies.</p>	5			5		
2	<p>Fraud Investigation Files: Files include correspondence and payment records. Arranged alphabetically by name.</p>	C+3			C+3		C = Until case is closed. Office of Record is the Department of Law.
3	<p>Consumer Education Files: This records series documents expenditure of federal funds and includes correspondence showing amounts of materials distributed and to whom.</p>	3			3		

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Family Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>