



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: 68001

Agency ID #: 587

RECORDS RETENTION SCHEDULE

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| <p>DEPARTMENT OF HEALTH & SOCIAL SERVICES</p> <p>DIVISION OF CHILDREN'S SERVICES</p> <p>INFANT LEARNING PROGRAM</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 in 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.

Unless otherwise noted all records series are confidential under AS 40.25.120. This records schedule supercedes #68000.

Statutory/Regulatory Authority: AS 47.20.005-050; 7 MC 78.010-320; 7 MC 23.010-100; 7 MC 80.010-925.

The Early Intervention/Infant Learning Program's goal is to allow children with special developmental needs and their families to live as full and productive a life as possible through early intervention. The Infant Learning Program provides comprehensive, coordinated, home-based early intervention services to families by a system of funded grantees across Alaska.

NOTE: Under 4 MC 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, the records listed below are approved for retention and disposition as indicated.

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|-----------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| Division Direction | State Archivist | Date | Attorney General | Date |
| Tammy 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 |
| <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 |

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 68001

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| Item No. | Records Series Title and Description | Office | Records Center | State Archives | Destroy | Vital Record | Remarks |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|----------------|---------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <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>Infant Learning Program staff will follow the retention times listed in the General Administrative Records Retention Schedule (GRS).</p> | | | See GRS | See GRS | | <p>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 from the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p> |
| 2 | <p>EARLY INTERVENTION/INFANT LEARNING PROGRAM CASE FILES (Paper & Electronic):</p> <p>Consists of the following reports: pediatric, behavior analyses, referral, nursing, occupational/physical therapy, psychological, medical, and speech/hearing. Includes intake information, social histories, consent forms, summaries, etc.</p> <p>Some data are entered into EI/ILP, an Access db, which documents clinics, client referrals and service tracking. This data is administered until information complies with authorized records retention requirements under AS 40.21 (Management & Preservation of Public Records) and 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p> | C+3 | 17 | | C+20 | X | <p>C = Until client reaches the age of 42 months and is no longer eligible for services. Justification for "C+20" Year Retention. AS 47.20.08; 42 CFR 485.721 & Administrative need. Casefiles are arranged alphabetically by client name.</p> <p>Grantee administers records for "C+20." It is the responsibility of the grantee to administer the ILP Casefiles onsite or at a records center, at their expense.</p> <p>Annual accrual rate is approximately 2 cubic feet.</p> |
| 3 | <p>Healthy Families Program Files (Original Paper):</p> <p>Consists of the following reports: intake information, social histories, consent forms, and program planning information.</p> <p>Paper files maybe arranged alphabetically or in numeric series.</p> | C+3 | 17 | | C+20 | X | <p>C = Until client reaches the age of 60 months and is no longer eligible for services. Justification for "C+20" Year Retention: 7 AAC 78.250; 78.255; 45 CFR Part 160 & Administrative need.</p> <p>Records are administered by the grantee and will be retained "C=20." It is the responsibility of the grantee to store the HFA case files onsite or at a records center, at their expense. HFA grants were awarded to non-profit organizations.</p> <p>HFA closed 6-30-06. Grantees submitted program data electronically and purged their systems of all HFA data.</p> |

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| Item No. | Records Series Title and Description | Office | Records Center | State Archives | Destroy | Vital Record | Remarks |
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| 4 | Healthy Families Program Records (Electronic): The Healthy Families Program provided intensive home visiting services to families at risk to child abuse and neglect. The Health Families database (Access) contains client identification, service tracking, screening, and trend projections. Data in the system includes: socio-economic, demographic, survey scores, etc. | 5 | | | 5 | | This database was previously listed on #67400 (Children's Health). Refer also to Item #3. HFA data is stored on the OCS shared drive. HFA closed 6-30-06. This records series may be purged 7/1/2011. |