



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: 27001

Agency ID #: 615

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF ADMINISTRATION</p> <p>OFFICE OF ADMINISTRATIVE HEARINGS</p> <p><i>DIVISION OF FINANCE</i></p> <p><i>AUG 01 2005</i></p>	<p>KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent 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.

Administrative hearing records are administered under AS 44.64.090. Unless otherwise noted all records are nonconfidential.

The Office of Administrative Hearings was created July 25, 2004 under SB 203 and populated with transferred hearing officers and staff January 1, 2005. Statutory Authority: AS 44.64.010-095. This records schedule supercedes #27000 (Administration, Commissioner, Office of Tax Appeals) and #84702 (Commerce, Commissioner, Hearing Officer).

The mission of the Office of Administrative Hearings is to provide for the delivery of high quality administrative adjudication services that ensure fair hearings on appeals from agency decisions are conducted in a timely, efficient and cost effective manner.

NOTE: Per 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 Director Terry Thurbon, Chief Law Judge <i>Administrative</i>	State Archivist <i>[Signature]</i>	Date 8-15-05	Attorney General <i>[Signature]</i>	Date 7/27/05	
Signature of Division Director <i>[Signature]</i>	Date 7/27/05	Records Analyst D. Dawson	Date 7/21/05	Commissioner of Administration <i>[Signature]</i>	Date 8/11/05

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Permanent Fund Appeal Case Files:</p> <p>Case files contain the appeal record, including the agency file forwarded with case referral, motions and briefs, exhibits submitted before, during and after hearing, recording (tape/digital) of hearing, and final decision.</p> <p>Arranged by OAH case number.</p>	C+6 Mos.	2.5	-	C+3		<p>C=Until case is closed.</p> <p>Some information in some of the files may be confidential, e.g., certain documents provided to evidence income, documents filed under seal. Authorities vary. No standard assumption can be applied across the category; confidentiality must be assessed on a case-by-case basis.</p> <p>Final Decisions are posted to the OAH website (refer to Item 4).</p>
2	<p>Child Support Appeal Case Files:</p> <p>This records series contains the appeal record, including the agency file forwarded with case referral, motions and briefs, exhibits submitted before, during and after hearing, recording (tape/digital) of hearing, and final decision.</p> <p>Arranged by OAH case number.</p>	C+6 Mos.	2.5	-	C+3		<p>C=Until case is closed.</p> <p>Some information in some of the files may be confidential, e.g., foster care information, certain documents provided to evidence income, documents filed under seal. Authorities vary. No standard assumption can be applied across the category; confidentiality must be assessed on a case-by-case basis.</p> <p>Final Decisions are posted to the OAH website (refer to Item 4).</p>
3	<p>Appeal Case Files (All Others):</p> <p>This records series contains the appeal record, including the agency file forwarded with case referral, motions and briefs, exhibits submitted before, during and after hearing, recording (tape/digital) of hearing, and final decision. Includes files for tax, contract, procurement, occupational licensing and all other categories of appeals referred to the Office of Administrative Hearings, whether pursuant to AS 44.64.030 or otherwise, except for those from caseloads called out for a different retention schedule. Arranged by OAH case number.</p>	C+6 Mos.	5.5	-	C+6		<p>C=Until case is closed.</p> <p>Some information in some of the files may be confidential, e.g., proprietary data, certain documents provided to evidence income, documents filed under seal. Authorities vary. No standard assumption can be applied across the category; confidentiality must be assessed on a case-by-case basis.</p> <p>Final Decisions are posted to the OAH website (refer to Item 4).</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
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4	<p>Final Decisions (Electronic):</p> <p>Final decisions by administrative law judge are scanned to PDF files and posted to the OAH website. "Decisions" means a written decision and order document following from a hearing or issued in response to a dispositive motion. It does not include interim or nondispositive orders such as remands.</p> <p>Arranged by OAH case number.</p>	C	-	P	-		<p>C=Until obsolete, superceded or administrative need is met.</p> <p>Original decisions, if OAH is in possession of it, may be filed in case file.</p>
5	<p>Annual Reports to the Governor & Legislature (Record Copy):</p> <p>(Data & Other Inputs/Backup):</p> <p>The purpose of this records series is to maintain informational copy and record of compliance with requirement to file annual report on activities of the office and hearing participant survey results with the Governor and Legislature each January 31st. Files contain reports, survey responses and analyses thereof and other data inputs (such as stats from case management database) used to develop reports.) Arranged chronologically.</p>	C	-	P	-		C=Until all administrative/management need is met.
6	<p>Case Management & Timekeeping Files:</p> <p>The purpose of this records series is to maintain a record of case referral and assignments, of time spent on individual cases, to track case management, allow for statistical analyses of case loads, and provide a basis for billing referring agencies for costs of the administrative adjudication services.</p> <p>Arranged by OAH case number.</p>	C	-	-	C		<p>C=Until all administrative/management need is met.</p> <p>The case management (Excel) and timekeeping (Timeslips) databases will be the primary location for the data, but various invoices and statistical reports generated from those sources will be maintained in paper form. Printed invoices will be maintained in accordance with the general retention guidelines for administrative materials listed in the General Administrative Records Retention Schedule 100.2.</p>

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7	<p>Code Of Hearing Officer Conduct Complaint Files:</p> <p>The purpose of this records series is to maintain a record of complaints filed, results of Chief Administrative Law Judge's evaluation of complaints, and referral of complaints to the Attorney General's Office. Files contain complaints, responses and related correspondence.</p> <p>Arranged alphabetically by name of person against whom complaint is made.</p>	C+3	-	-	C+3		<p>C=Until complaint is closed.</p> <p>Certain information may be confidential during pendency of the investigation under regulations yet to be developed.</p>
8	<p>Regulations Development Files:</p> <p>The purpose of this records series is to maintain a record of the regulations development, public comment and regulations adoption process for (1) the OAH hearing procedure regulations and (2) the Code of Hearing Officer Conduct regulations required by AS 44.64.050 and AS 44.64.060.</p> <p>Arranged numerically by Title, Chapter and Section of regulations.</p>	C	-	-	C		<p>C=Until management/administrative need is met.</p> <p>Public review drafts and final versions of regulations, as well as public comments and responsiveness summaries will be maintained in perpetuity.</p>
9	<p>Administrative Regulations Review Files:</p> <p>The purpose of this records series is to maintain a record of the OAH Chief Administrative Law Judge's review of and comment on state agency regulations governing administrative appeal and hearing procedures pursuant to AS 44.64.020(a)(8).</p> <p>Arranged chronologically.</p>	C+3	-	-	C+3		<p>C=Until close of comment period on proposed regulations.</p> <p>Comment letters normally will be maintained electronically. Lengthy, proposed regulations' packets may be downloaded and maintained only electronically.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
10	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes general correspondence; policies and procedures; reports; legal opinions; and, the following types of files: reading; budget; accounting/fiscal; procurement; personnel; agency history; etc.</p> <p>Office of Administrative Hearings' 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>