



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

RECORDS RETENTION SCHEDULE

Schedule Number: 86902

Agency ID #: 530

Page 1 of 4

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

ALASKA INDUSTRIAL DEVELOPMENT & EXPORT AUTHORITY (AIDEA) AND ALASKA ENERGY AUTHORITY (AEA)

CREDIT SECTION

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- Numerals - Years in Addition to current year
- TO - Term of Office
- M - After Microfilming
- C - Current/or as defined

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1 thru 4, 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.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #086901.

Statutory/Regulatory Authority: AS 44.88 & 3 AAC 99.

The AIDEA is a public corporation which provides various means of financing for industrial, manufacturing and other business enterprises to further the overall goal of developing and diversifying the State's economic base. The Authority encourages economic development by providing reasonable cost capital for Alaskan business.

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	State Archivist	Date	Attorney General	Date
Jim McMillan	<i>[Signature]</i>	2/24/03	<i>[Signature]</i>	11/22/03
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	D. Dawson	12/23/02	<i>[Signature]</i>	2/12/03

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

86902

Page 2

Agency ID

530

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>Foreclosed Files:</p> <p>Foreclosed properties taken back by AIDEA. Includes legal documents, legal and general correspondence, bills and information regarding the property.</p> <p>Arranged alphabetically by name of borrower.</p>	C+15	-	-	C+15	X	<p>C=Until property is foreclosed.</p> <p>Note For Files Having Potential Litigation: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Foreclosure files with know or suspected contamination may need to be maintained for longer than "C+15" years.</p>
2	<p>Committed & Declined Credit Package:</p> <p>Credit package of prospective loans includeing: appraisal, credit report, analysis of project, correspondence to and from bank, loan commitments and letters of denial. If committed and funded, this series becomes part of Item 1.</p> <p>Arranged alphabetically by name of borrower.</p>	C+6 Mos.	-	-	C+6 Mos.		C=Until loan is denied.
3	<p>Loan Servicing & Participation Files:</p> <p>Consists of servicing agreement with the banks, supporting documentation and annual statement.</p> <p>Arranged alphabetically by name of lending institution.</p>	C+6	-	-	C+6		C=As long as agreement is in effect.

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

86902

Page 3

Agency ID

530

Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Original Notes:</p> <p>Working papers purged from Series 1.</p>	C	-	-	-	X	<p>C=Until loan paid off. Paid off notes are returned to borrower.</p> <p>Copy in loan file, Item 1.</p>
5	<p>Loan Participation Certificate:</p> <p>Certificate of participation on each loan between the bank and AIDEA.</p>	C	-	-	C		<p>C=Until loan is paid off.</p> <p>Copies in Item 1.</p>
6	<p>Revenue Bond Files (AIDEA Issued):</p> <p>Records series includes: credit package, modifications, loan documentation, and correspondence to/from banks regarding application and closing process.</p> <p>Arranged alphabetically by borrower.</p>	C+3	-	-	C+3		<p>C = Until bond is paid off.</p> <p>Bank has originals.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

86902

Page 4

Agency ID

530

Retention

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Bank Remittance Report (Original):</p> <p>(Master Microfilm):</p> <p>(Work Copy Microfilm):</p> <p>Consists of remittance report and copy of remittance check received from banks. Individual loan payments are itemized. Arranged alphabetically by bank.</p>	1	-	-	M		Microfilmed annually. Original records may be disposed after the film is certified "true and correct."
		-	6	-	6		
		6	-	-	6		
8	<p>Input & Exception Reports:</p> <p>Output from information system summarizing the remittance reports from banks.</p> <p>Arranged chronologically by month.</p>	5	-	-	5		
9	<p>GENERAL ADMINISTRATIVE RECORDS</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives & Records homepage.</p>