



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: 87002

Agency ID #: 529

RECORDS RETENTION SCHEDULE

Page 1 of 7

**DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT**  
**ALASKA INDUSTRIAL DEVELOPMENT & EXPORT AUTHORITY (AIDEA) AND ALASKA ENERGY AUTHORITY (AEA)**  
**FINANCE & DATA PROCESSING SECTIONS**

**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 indicated all records series are nonconfidential. This records schedule supercedes #087001.

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

AIDEA is a public corporation which provides various means of financing for industrial, manufacturing, export and other business enterprises to further the overall goal of developing and diversifying the State's economic base. AIDEA encourages economic development by providing reasonable capital cost 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 <b>Jim McMillan</b>	State Archivist <i>Ken Paulsen Jr.</i>	Date 4/3/03	Attorney General <i>[Signature]</i>	Date 3/27/03
Signature of Division Director <i>Jim McMillan</i>	Date 1/10/02	Records Analyst <i>D. Dawson</i>	Date 12/23/02	Commissioner of Administration <i>[Signature]</i>
				Date 2/12/03

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER** 87002

87002

Page 2

**Agency ID**

529

**Retention**

**Disposition**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>VENDOR FILES (Except Designated Projects):</b></p> <p>(Designated Projects):</p> <p>AIDEA and AEA accounts payable vendor files. Consists of source documents (travel authorization, invoices) for disbursements. Designated projects include grant funded projects.</p> <p>Arranged alphabetically by vendor.</p>	3	-	-	3		CO=After grant or project closeout.
		CO+3	-	-	CO+3		
2	<p><b>Payroll Accounting:</b></p> <p>AIDEA &amp; AEA payroll is processed through Department of Community &amp; Economic Development personnel on the State AKPAY system. Includes: copies of employee timesheets, reconciliations to verify payroll paid, worksheets for allocation of payroll to projects, and various related AKSAS and AKPAY reports.</p>	3	-	-	3		Refer to Item 21, Payroll Accounting, in the General Administrative Records Retention Schedule.
3	<p><b>Reimbursable Service Agreements:</b></p> <p>Consists of the signed original RSA with all amendments.</p> <p>Arranged by fiscal year.</p>	CO+3	-	-	CO+3		<p>CO=After grant or project closeout.</p> <p>Actual documentation of disbursements made are included in the vendor files (Item 1).</p> <p>Refer to Item 22, Reimbursable Services Agreements, in the General Administrative Records Retention Schedule.</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**87002**

**Page 3**

**Agency ID**

**529**

**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>AIDEA &amp; AEA General Ledger Batch Input Files (Journal Entries &amp; Accounts Payable):</b></p> <p>Journal Entry batch files consist of General Ledger posting report by day and attached source documentation. Accounts Payable batch files consist of General Ledger posting reports and related transfer to Accounts Payable checking account. (Source documentation is maintained in the vendor files (Item 1).</p>	3	-	-	3		
5	<p><b>AIDEA &amp; AEA General Ledger Trial Balances:</b></p> <p>The printouts of the General ledgers of all the self balancing funds within AIDEA and AEA for a fiscal year.</p> <p>Consists of every posted transaction arranged by fund, account number and date of transaction.</p>	P	-	-	-		
6	<p><b>AIDEA &amp; AEA Annual Audited Financial Statements Workpaper Files:</b></p> <p>Consists of detail workpapers and final reports used to document ending balances and prepare audited financial statements.</p>	P	-	-	-		

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**87002**

**Page 4**

**Agency ID**

**529**

**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p><b>Mortgage Loan Accruals:</b></p> <p>Loan accruals consist of monthly mortgage loan reports output from the Mortgage Loan System and State of Alaska serviced loans, with summary interest accrual workpapers for each fiscal year.</p>	3	-	-	3		<p>The Mortgage Loan System provides a history for all loan activity and includes customer and transaction tables.</p>
8	<p><b>Investment Trust Reports (Annual):</b></p> <p>(Monthly):</p> <p>Annual and monthly reports received from bank trustees showing all accounts transactions plus summary monthly investment recap workpapers. At end of each fiscal year the monthly reports are destroyed and the annual cumulative reports are saved as record copies.</p>	3	-	-	3		
9	<p><b>Banking Records:</b></p> <p>Includes: source documents for transfers to/from various trustee and/or checking accounts, monthly reconciled bank statements, cancelled and voided checks, deposit slips and reconciliation workpapers.</p> <p>Arranged chronologically.</p>	3	-	-	3		

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**87002**

**Page 5**

**Agency ID**

**529**

**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
10	<p><b>Bond Closing Documents or Bond Sale Transcripts:</b></p> <p>Consists of documents associated with the issuance of a bond sale and includes authorizing Board resolutions, official statement, attorney opinions and other required closing documents.</p>	C	C	-	C		C=Until bond is paid off.
11	<p><b>Bond Sale, Appropriated &amp; Red Dog Mine Loans (Original):</b></p> <p>(Master Microfilm):</p> <p>(Work Copy Microfilm):</p> <p>Includes credit package, security documents, correspondence and other supporting documentation. Arranged alphabetically by name of borrower.</p> <p>[This records series was previously listed on schedule #86901, Item 1].</p>	C+1	-	-	M	X	<p>C = Until loan is paid off. Filmed annually. Original records may be disposed after the film is certified "true and correct."</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 requirement for documents relating to real property sales and foreclosures. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. Microfilm that contains property files with known or suspected contamination may need to be maintained for longer than 30 years.</p>
12	<p><b>Project Financial Files:</b></p> <p>Consists of financial documents and accounting reports associated with an investment project. Documents include: board authorizing resolutions, cost reimbursement agreements, trust reports, requisitions, capitalized interest calculations, and general ledger/job cost reconciliations.</p>	CO+3	-	-	CO+3		C=After grant or project closeout and AIDEA no longer has a financial interest in the project.

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**87002**

**Page 6**

**Agency ID**

**529**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
13	<p><b>Grant &amp; Sub-recipient Grant Administration Files:</b></p> <p>Includes: grant agreement, documentation of receipt and expenditure of funds, grant related fiscal reports, audit reports and contractor general ledgers (Mikunda, eg.).</p>	CO+3	-	-	CO+3		<p>CO=After grant is closedout.</p> <p>Refer to Item 1, Vendor Files, for retention of source documentation of grant expenditures. Refer also to Item 43, Grant Administration Files, in the General Administrative Records Retention Schedule.</p>
14	<p><b>AEA Indirect Cost Allocation Records:</b></p> <p>Quarterly and annual workpapers with supporting documentation for computing indirect costs to be allocated to various AEA projects.</p>	6	-	-	6		
15	<p><b>AIDEA &amp; AEA 1099 Records:</b></p> <p>Records consist of taxpayer information (W-9's or other documentation) and copies of annual information reports filed with the Internal Revenue Service.</p> <p>ITEMS 16 THROUGH 29 ARE LEFT BLANK.</p>	4	-	-	4		<p>Four year retention required per 26 CFR 31.6001-1.</p>

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**87002**

**Page 7**

**Agency ID**

**529**

**Retention**

**Disposition**

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30	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes general correspondence; policies and procedures; annual reports; legal opinions; and, the following types of files: reading; minutes/meeting; budget; accounting/fiscal; grant; procurement; personnel; agency history; etc.</p> <p>Staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p> <p>ITEMS 31 THROUGH 39 ARE LEFT BLANK.</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 downloaded from the Archives &amp; Records homepage.</p>
40	<p><b>Computer System Documentation File:</b></p> <p>Documentation file may include: program/system documentation, application software licenses/agreements, data systems/file specifications, codebooks, file layouts, user guides, usage/inventory reports, output specifications, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the Agency's Internet site.</p>	C	-	-	C		<p>C=Until documentation is obsolete, superceded or administrative/management need is met.</p>