



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 83905

Agency ID #: 257

RECORDS RETENTION SCHEDULE

Page 1 of 3

**DEPARTMENT OF COMMERCE, COMMUNITY
& ECONOMIC DEVELOPMENT**
DIVISION OF INVESTMENTS
ADMINISTRATIVE SECTION

KEY

A - After Audit **Numerals** - Years in Addition to current year
CFY - Current Fiscal Year **TO** - Term of Office
CY - Current Year **M** - After Microfilming
P - Permanent **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 #100.2, 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 nonconfidential. This records schedule supercedes #83904.

Statutory Authority; AS 16.10.300-.370, .500-620; AS 26.15.010-.170; AS 27.09.010-.060; AS 44.44.020, .240-.275; AS 44.88.400-.900; AS 45.88.010-.050, .500; 3 AAC 41, 77-83, 86-89; 3 AAC 99.800-.820; 3 AAC 170.010-.900.

The Division of Investments administers and services 11 loan programs under DCC&ED and provides loan servicing for five other State agencies. The Division promotes economic development through direct State lending in industries that are not adequately serviced by the private sector via five programs: Community Quota Entity, Commercial Fishing, Small Business Economic Development, Rural Development Initiative Fund, and Fisheries Enhancement.

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 prescribed 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 Greg Winegar	State Archivist <i>[Signature]</i>		Date 12-4-06	Attorney General <i>[Signature]</i>	Date 11/14/06
Signature of Division Director <i>[Signature]</i>	Date 11/6/06	Records Analyst <i>[Signature]</i>	Date 10-31-06	Commissioner of Administration <i>[Signature]</i>	Date 12/31/06

DIVISION OF FINANCE

NOV 30 2006

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

83905

Page 2

Agency ID

257

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Bank Remittance Reports:</p> <p>These reports document monies received by the various bank servicing agencies.</p> <p>Arranged chronologically by bank.</p>	6	-	-	6		
2	<p>Payment History Cards:</p> <p>This series includes pre-1983 accounting data on ledger cards.</p> <p>Arranged by loan number.</p>	C	-	-	C		C = Until final payment made.
3	<p>Loan Applications:</p> <p>Abandoned, withdrawn, denied or commitment expired.</p> <p>Arranged alphabetically by applicant.</p>	CFY +1	-	-	CFY +1		Confidential under 15 USC 1681(r).

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 83905

Page 3

Agency ID

257

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	Individual Loan Case Files:	C+6 Mos.	-	-	M		C=Until loan terminated, paid-off, assumed or foreclosed. Original records may be disposed after the film is certified "true and correct." 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. Loan files for properties with known or suspected contamination may need to be maintained longer than 6 years after the loan is terminated, paid-off, assumed or foreclosed.
	(Master Microfiche):	-	6	-	6		
	(Work Copies):	6	-	-	6		
	Records series includes all documentation required to make the underwriting decision such as applications, credit reports and financial statements. Includes all documents generated or received during the life of the loan as well as correspondence. Arranged numerically by loan type.						
5	MLX Reports (COM Microfiche Masters):	-	50	-	50	X	MLX: Mortgage Loan Extended Reports Justification for 50-year retention: Administrative need. The Division of Investments will review the COM Microfiche Masters after 50 years to determine further administrative need. The Master Microfiche may be stored in a fiche cabinet on the 9th Floor of the State Office Building.
	(COM Microfiche Work Copies):	P	-	-	-		
	Includes COM masters of all mortgage loan system reports such as: Maintenance Edit, Customer Maintenance, Batch Proof Journal, Posting Journal, Trial Balance, Daily Reports, Month End Reports, Customer Record Reports and Annual Statements. Arranged chronologically.						
6	GENERAL ADMINISTRATIVE RECORDS: Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology. Administrative Section staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).	-	-	See GRS	See GRS		All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met. 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.