



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: 84104

Agency ID #: 296

RECORDS RETENTION SCHEDULE

Page 1 of 4

**DEPARTMENT OF COMMERCE, COMMUNITY
 & ECONOMIC DEVELOPMENT**
DIVISION OF INVESTMENTS
DIRECTOR'S OFFICE

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 #84103.

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	State Archivist		Date	Attorney General	Date
Greg Winegar			12-4-06		11/24/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
	11/6/06		10-31-06		12/3/06

DIVISION OF FINANCE

NOV 30 2006

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER	84104	Page 2
	Agency ID	296	

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>Bank Sales & Servicing Agreement Files:</p> <p>This series documents the agreements between commercial banks and the Division regarding the servicing of loans.</p> <p>Arranged alphabetically by bank.</p>	C+6	-	-	C+6		C=As long as the agreement is in effect.
2	<p>Property Tax Files:</p> <p>The Division collects and hold in escrow property taxes for certain types of loans.</p> <p>This records series documents the collection and disbursement of taxes and includes property tax bills, tax posting records and escrow analysis reports.</p>	6	-	-	6		
3	<p>Fisheries Enhancement Tax Election Operational Files:</p> <p>Under AS 43.76.015 a qualified regional association may have an election to approve or terminate a salmon enhancement tax.</p> <p>Consists of voted ballots, outer and inner ballot envelopes, and log of ballots received for elections.</p>	C+3 Mos.	-	-	C+3 Mos.		<p>C=Until election is certified.</p> <p>Correspondence relating to elections is disposed after administrative/management need is met.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

84104

Page 3

Agency ID

296

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Fisheries Enhancement Tax Election Certification:</p> <p>Consists of certification of the salmon enhancement tax election results by the Commissioner of Department of Commerce, Community & Economic Development. May also include the Ballot Audit Report by the Division of Elections.</p> <p>Arranged chronologically by election.</p>	1		P	-		<p>The Division of Investments is the Office of Record.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
5	<p>Regional Seafood Development Association Tax Election Operational files:</p> <p>Under AS 44.33.065, a qualified regional seafood development association may hold an election to approve, amend or terminate a seafood development tax.</p> <p>Consists of voted ballots, outer and inner envelope, ballots, and log of ballots received for election.</p>	C+3 Mos.	-	-	C+3 Mos.		C=Until election is certified.
6	<p>Regional Seafood Development Association Tax Election Certification:</p> <p>Consists of certification of the seafood development tax election results by the Commissioner of Commerce, Community, and Economic Development.</p> <p>Arranged chronologically by election.</p>	1	-	P	-		<p>The Division of Investments is the Office of Record.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

84104

Page 4

Agency ID

296

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<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>Director's Office 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>