



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: 101902

Agency ID #: 321

RECORDS RETENTION SCHEDULE

Page 1 of 3

<p><b>DEPARTMENT OF NATURAL RESOURCES</b></p> <p><b>DIVISION OF AGRICULTURE</b></p> <p><b>AGRICULTURAL REVOLVING LOAN FUND (ARLF)</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - Current/or as defined</p>
---	---

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.

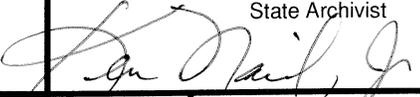
Unless otherwise noted all records series are nonconfidential.

Statutory/Regulatory Authority: AS 03.09, AS 03.10.

The Agricultural Revolving Loan Fund is an agricultural bank that extends credit and capital to the agriculture industry by providing moderate interest agricultural development, processing, chattel, and operating loans to qualified participants. Based upon the borrower's ability to repay, terms are established to permit continued operation of the fund without decline of the \$25.4 million portfolio. The ALRF provides staff and administrative support for a seven member board appointed by the Governor (11 AAC 39).

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.**

Divison Director  <b>Larry DeVilbiss</b>	State Archivist  	Date 4/18/07	Attorney General  	Date 3/29/07	
Signature of Division Director  	Date 3/11/07	Records Analyst  	Date 2-23-07	Commissioner of Administration  	Date 4/13/07

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**101902**

**Page 2**

**Agency ID**

**321**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>ARLF Borrower Case Files:</b></p> <p>This series consists of loan applications and supporting backup documenting underwriting decisions. May include closing documents, annual financial statements, federal tax returns, correspondence and proof of insurance.</p> <p>Arranged alphabetically by borrow</p>	C+6	-	-	C+6		C=Until loan is paid or written off, assumed, or foreclosed. Confidential under 15 USC 1681.
2	<p><b>Promissory Notes (Originals):</b></p> <p>Arranged alphabetically by borrower.</p>	C	-	-			C=Until loan is paid off, at which point the Note is returned to the borrower.
3	<p><b>ARLF Board Minutes:</b></p> <p>This series documents all board activity and may include the following: minutes, agenda, transcripts, correspondence, etc.</p> <p>Arranged chronologically.</p>	10	-	P	-		Annual accrual rate is less than one cubic foot. This records series is referenced in settlement negotiations regarding delinquencies.

**RECORDS RETENTION SCHEDULE CONTINUATION**

**SCHEDULE NUMBER**

**101902**

**Page 3**

**Agency ID**

**321**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>ARLF State Owned Assets Records:</b></p> <p>This series consists of correspondence, request for proposals, meeting/minutes, building expenses, reports, etc. for three state owned assets: Matanuska Maid Creamery, Mt. McKinley Meat &amp; Sausage Company, and Delta Farmers Cooperative.</p>	C+6	-	P	-		<p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>Refer also to the General Administrative Records Retention Schedule 100.2.</p>
5	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>The Agriculture Revolving Loan Fund staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	GRS	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 Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>