



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 156 Schedule No: 05-156.1

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 156 - ALASKA COMMISSION ON POSTSECONDARY EDUCATION

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #50404.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
	*		6/18/07
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	6/25/07	*	6/29/07
State Archivist	Date	Records Analyst	Date
*	7/16/07	*	6/15/07

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - Bond Issue Records (Original Bonds) Arranged and referenced by bond issue date.		C+40	Y	C = Until administrative need is met. These records have longterm research value and document agency activities. Annual accrual rate is less than .5 cubic foot.
001.2 - Bond Issue Records (Backup Documents) Backup documentation consists of market analysis, correspondence, postanalysis, etc. regarding annual bond sales that are made to finance the Commission's loans. Arranged and referenced by bond issue date.		C+20	Y	C = Until administrative need is met. These records have longterm research value and document agency activities. Annual accrual rate is less than .5 cubic foot.
002 - Institution Academic Records This series consists of copies of academic records maintained by institutions that have discontinued operations and includes attendance and progress reports, grades, classes taken, graduation information, etc. Arranged alphabetically by institution.		99	Y	C = Until administrative need is met. Under 20 AAC 17.110(d), AS 14.48.50(6) and AS 14.48.150(b) this records series is to be retained by the Commission as a "Permanent" file. Annual accrual rate is less than .5 cubic foot.
003.1 - Student Financial Aid Loan File (Originals) This series consists of all components (i.e. application, warrant, billing, etc.) in connection with a loan.		6	Y	Microfilmed records may be destroyed after originals are certified "true and correct".
003.2 - Student Financial Aid Loan File (Promissory Notes) This series consists of all components (i.e. application, warrant, billing, etc.) in connection with a loan.		C	X	C = Until promissory note is paid off.
003.3 - Student Financial Aid Loan File (Online & Microfiche) This series consists of all components (i.e. application, warrant, billing, etc.) in connection with a loan.		C+6	Y	C = Until information is obsolete, superseded or administrative need is met.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key	Format Key	Bus. Ess = Business Essential
A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)	H = Hardcopy E = Electronic D = Database M = Microform	1. Are necessary for emergency response 2. Are necessary to resume or continue operations

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>005 - Institution Relations Files (Originals) (Master Microfiche): Institution Authorization Files document the State's authorization for a school to operate. Includes school financial records; information on officers, directors, teachers; and, other data the Commission uses to base its decision for a school to operate. Also includes Agency Permit Files and Compliance Audits. The agent's permit is authority for a person to represent himself as an institution in Alaska. Compliance audits assure that schools are in compliance with applicable regulations, statutes and policies. Arranged alphabetically by institution.</p>		C+99/M	Y	<p>C=Until obsolete, superseded or business need is concluded.</p> <p>If files are not microfilmed, original paper will be transferred to the records center. Microfilmed records may be destroyed after originals are certified "true and correct."</p> <p>Per 20 AAC 17.110(d), AS 14.48.50(6) and AS 14.48.150(b) this records series is to be retained by the Commission as a "Permanent" file.</p>
<p>006 - Collections Documentation Reports [refer to attached printout for specific retention requirements].</p> <p>This series consists of reports that document the award and collection of loans. Units included are: Accounting, Administrative Services, Awards, Due Diligence, Customer Services and Special Projects.</p> <p>Arrangement varies.</p>		See Attchd		<p>JUSTIFICATION FOR 15 - 50 YEAR RETENTION: There is an administrative and legal need to retain certain reports for as long as accounts are open.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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REPORT TITLE	OFFICE OF RECORD	RETENTION
Round 1, 2, 3, HELMs	Accounting	Retain 5 years, then dispose
Audit Trails	Accounting	Retain 10 years, then dispose
Wire Transferr	Accounting	Retain 10 years, then dispose
Sub Coupons	Accounting	Retain 12 years, then dispose
Lockbox Receipts	Accounting	Retain 12 years, then dispose
Anchorage, Juneau Receipts	Accounting	Retain 12 years, then dispose
Western union Quick collect	Accounting	Retain 12 years, then dispose
Check Logs	Accounting	Retain 12 years, then dispose
Budget Reports	Accounting	Retain 15 years, then dispose
SFA STP's & FTP's	Accounting	Retain 15 years, then dispose
Bank Tapes	Accounting	Retain 15 years, then dispose
Contracts	Accounting	Retain 15 years, then dispose
Forgivness Reports	Accounting	Retain 15 years, then dispose
Requested Warrants	Accounting	Retain 15 years, then dispose
FTP's	Accounting	Retain 15 years, then dispose
Bond Series, <i>After Maturity</i>	Accounting	Retain 20 years, then dispose
Vendor Transmissions, Reports	Accounting	Retain 30 years, then dispose
Status & Aging Reports	Accounting	Retain 30 years, then dispose
PFD: DOR reports & HELMs tranctions	Accounting	Retain 30 years, then dispose
Testing materials	Accounting	Retain 30 years, then dispose
Bonds	Accounting	Retain 40 years, then dispose
Fund Statements	Accounting	Retain 40 years, then dispose
Financial Statements	Accounting	Retain 50 years, then dispose
Trustee Statements & Recon, <i>After Indenture Termination</i>	Accounting	Retain 50 years, then dispose

REPORT TITLE**OFFICE OF RECORD****RETENTION**

Warrant Control Selection Totals	Accounting	Retain 50 years, then dispose
Statestreet	Accounting	Retain 50 years, then dispose
Back up film	Accounting	Retain 50 years, then dispose
Open collection files	Administrative Services	Retain 50 years, then dispose
Closed collection files	Administrative Services	Retain 5 years, then dispose
ESPJRD2P	Awards	Retain 5 years, then dispose
ESPPGPNP	Awards	Retain 5 years, then dispose
ESPRPPFP	Awards	Retain 5 years, then dispose
ESPJALP	Awards	Retain 5 years, then dispose
ESPRJFEP	Awards	Retain 5 years, then dispose
EZNEGATB	Awards	Retain 5 years, then dispose
SLBATTJ	Awards	Retain 5 years, then dispose
CDR	Awards	Retain 5 years, then dispose
PRMAN/ALBVDPIF	Awards	Retain 5 years, then dispose
EZNEGATB	Awards	Retain 5 years, then dispose
EZPR	Awards	Retain 5 years, then dispose
SLBRPPAC-ROO1-ACREX	Awards	Retain 5 years, then dispose
EZMATRPT	Awards	Retain 5 years, then dispose
SLBJALL-ROO1-LWSHT	Awards	Retain 5 years, then dispose
SLBERRPT-ROO1-RPMAN	Awards	Retain 5 years, then dispose
ACA PIF REPORTS	Awards	Retain 5 years, then dispose
ESPACRXP	Awards	Retain 5 years, then dispose
ESPORIGP	Awards	Retain 5 years, then dispose

REPORT TITLE**OFFICE OF RECORD****RETENTION**

ESPRPFD	Awards	Retain 5 years, then dispose
ESPRPGNP	Awards	Retain 5 years, then dispose
PFD Hearing File	Awards	Retain 50 years, then dispose
DBIR	Due Diligence	Retain 5 years, then dispose
Vendor Transmissions	Due Diligence	Retain 5 years, then dispose
Vendor Pre-Collect Reports	Due Diligence	Retain 5 years, then dispose
Vendors Transfers, Returns	Due Diligence	Retain 5 years, then dispose
ACA Reconciliation's	Due Diligence	Retain 5 years, then dispose
GLSP-USAF	Due Diligence	Retain 5 years, then dispose
Monthly phone reports	Due Diligence	Retain 5 years, then dispose
ACA quarterly reports	Due Diligence	Retain 5 years, then dispose
ACA Monthly reports	Due Diligence	Retain 5 years, then dispose
EXITB	Due Diligence	Retain 5 years, then dispose
Ledgers-Loans Prior to 1972	Due Diligence	Retain 5 years, then dispose
ACA Monthly Voucher	Due Diligence	Retain 5 years, then dispose
ESPDDSPP	Due Diligence	Retain 5 years, then dispose
NCO statements	Due Diligence	Retain 5 years, then dispose
PFD Distribution	Customer Service	Retain 5 years, then dispose
PFD run	Customer Service	Retain 5 years, then dispose
PFD Claim	Customer Service	Retain 5 years, then dispose
Winn Brindle & WINN Brindle Data Capture	Special projects	Retain 50 years, then dispose
Teacher Scholarship Nominations	Special projects	Retain 50 years, then dispose
IPEDS & SEIG	Special projects	Retain 50 years, then dispose
WHICHE	Special projects	Retain 50 years, then dispose