



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 50404

Agency ID #: 156

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT</p> <p>ALASKA COMMISSION ON POSTSECONDARY EDUCATION</p> <p>DIVISION OF FINANCE</p> <p>JUN 27 2007</p>	<p>KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - Current/or as defined</p>
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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 indicated all records series are nonconfidential. This records schedule supercedes #50403.

Statutory/Regulatory Authority: AS 14.42; AS 14.43; AS 14. 44; AS 14.48; 20 AAC 16.

The Alaska Commission on Postsecondary Education has the following objectives: to assure and inform all Alaskans of postsecondary education opportunities; to administer student financial aid programs to remove economic barriers to those educational opportunities; to protect the consumer rights of Alaska students in their pursuit of an education beyond high school; and, to license and regulate postsecondary educational institutions in Alaska. The mission of the ACPE is to support the development of economically viable, lifelong learners and citizens by providing educational loans to postsecondary students and authorize the operation of Alaskan postsecondary institutions. 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 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.

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

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Retention				Disposition			Remarks
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes ACPE meeting packets, annual reports, human resources management records (employment applications, resumes, personnel actions, etc), accounting reports, revenue accounting records, agency budget requests, procurement files, general correspondence, reading files, travel reports, conference or training notes, routine management or consultant reports or studies, policies and procedures, etc.</p> <p>Alaska Commission on Postsecondary Education staff will follow retention periods as listed in the General Schedule (GRS).</p>			See GRS	See GRS		<p>Any documents related to a loan are located in the Student Financial Aid Loan File (Item 4).</p> <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>
2	<p>BOND ISSUE RECORDS:</p> <p>(Original Bonds):</p> <p>(Backup Documents):</p> <p>Backup documentation consists of market analysis, correspondence, postanalysis, etc. regarding annual bond sales that are made to finance the Commission's loans.</p> <p>Arranged and referenced by bond issue date.</p>	C	40	-	40	X	<p>C=Until administrative/management need is met, then transfer to the state archives.</p> <p>These records have longterm research value and document agency activities.</p> <p>Annual accrual rate is less than .5 cubic foot.</p>
3	<p>Institution Academic Records:</p> <p>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.</p> <p>Arranged alphabetically by institution.</p>	-	99	-	99	X	<p>C=Until administrative need is met.</p> <p>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.</p> <p>Annual accrual rate is less than .5 cubic foot.</p>

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Retention Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	Student Financial Aid Loan File (Originals):	6	-	-	6	X	Microfilmed records may be destroyed after originals are certified "true and correct." C=Until promissory note is paid off. C=Until information is obsolete, superceded or administrative/management need is met.
	(Promissory Notes):	C	-	-	C		
	(Online & Microfiche):	C+6	-		C+6		
	This series consists of all components in connection with a loan (i.e. application, warrant, billing, etc.)						
5	Institution Relations Files (Originals):	C	99	-	C+99/ M	X	C=Until obsolete, superceded or administrative/management need is met. 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." 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.
	(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.	C	99	-	C+99		
6	Collections Documentation Reports: [refer to attached printout for specific retention requirements]. 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. Arrangement varies.	C	See Atch	-	See Atch		C=Until no longer needed for active reference. Records center retention will begin at time of transfer. JUSTIFICATION FOR 15 - 50 YEAR RETENTION: There is an administrative and legal need to retain certain reports for as long as accounts are open.

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, After Maturity	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 transctions	Accounting	Retain 30 years, then dispose
Testing materials	Accounting	Retain 30 years, then dispose
Fund Statements	Accounting	Retain 40 years, then dispose
Financial Statements	Accounting	Retain 50 years, then dispose
Trustee Statements & Recon, After Indenture Termination	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